

FY2017

Municipal Budget



Town of Grafton, MA



Board of Selectmen

Brook Padgett, Chair

Craig Dauphinais, Vice-Chair

Jennifer Thomas, Clerk

Dennis Flynn

Bruce W. Spinney III

Town Government

Timothy McInerney, Town Administrator

Doug Willardson, Asst. Town Administrator

Jessica Gomez, Treasurer/Collector

Drew Manlove, Assessor

Donna M Girouard, Clerk

TABLE OF CONTENTS

TAB 1

Organizational Chart.....	5
Operating Budget Summary	6
Budget Message	8

TAB 2

Budget Table.....	11
Revenue Summary.....	17
Community Profile.....	22
Grafton Facts and Figures.....	24

TAB 3

Budget Overview	27
Revenue Overview	28
Appropriations Overview	32

TAB 4

Departmental Line-item Budgets	43
General Government.....	43
Moderator	43
Selectmen.....	45
Town Administrator	48
Finance Committee	51
Reserve Fund.....	53
Town Accountant	55
Assessor.....	59
Treasurer/Collector	63
Legal	67
Temporary Staff.....	69
M.I.S./G.I.S.	72
Copiers.....	75
Town Clerk.....	77
Election and Registration	80
Cable TV.....	83
Conservation	85
Planning.....	89
Appeals Board	92
Economic Development Commission	94
Farnumsville Fire House	96
South Grafton Community House	98
Municipal Center	100
Unclassified	103
Fuel/Gasoline	107
Public Safety	109
Police Department	109

TABLE OF CONTENTS

Fire Department	117
Inspector of Buildings	122
Gas Inspector.....	125
Plumbing Inspector	127
Sealer of Weights	129
Wiring Inspector	131
Emergency Management	133
Animal Control	136
Animal Inspector	138
Public Works	140
Engineering.....	140
Highway	143
Sanitation	147
Snow and Ice Control	149
Street Lighting	151
Cemetery and Parks	153
Health and Human Services.....	157
Board of Health	157
Council on Aging.....	160
Together We Can.....	163
Veterans Services	165
Culture and Recreation.....	168
Library.....	168
Recreation	175
Nelson Library	178
Debt Service.....	181
Retirement of Debt	181
Interest	183
Enterprise Funds.....	185
Sewer.....	185

TAB 5

Appendix A: Financial Policies	190
Appendix B: Basis of Accounting	195
Appendix C: Budget Schedule	197
Appendix D: Fund Descriptions	198
Appendix E: Glossary	200
Appendix F: Long-term Financial Forecast	204

TAB 6 Capital Budget

TAB 7 School Department Budget

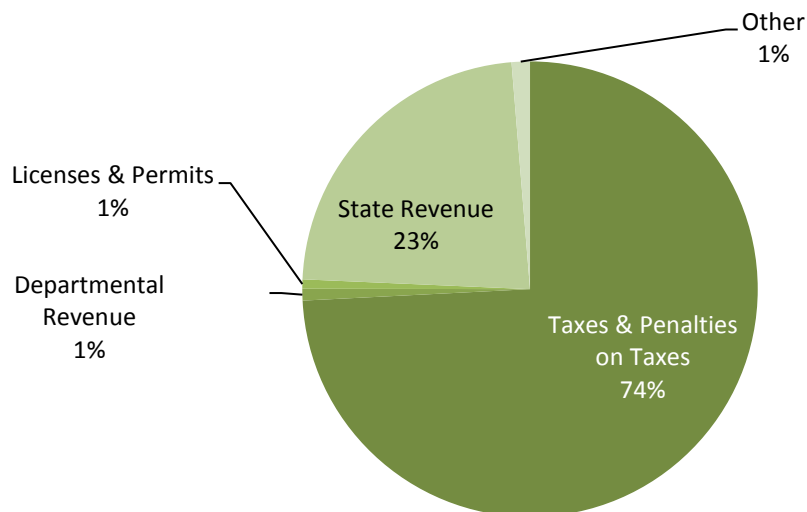
GRAFTON ORGANIZATIONAL CHART



SUMMARY: FY2017 OPERATING BUDGET

CODE	REVENUE CODE DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
1	Personal Property and Real Estate	35,107,021	17,681,171	33,615,542	35,150,590
2	Debt Exclusion	-	-	3,207,032	3,190,258
3	Other Taxes	345,968	125,799	-	-
4	Motor Vehicle Excise	2,524,771	399,313	2,400,000	2,650,000
5	Other Excise	109,073	32,372	109,341	113,000
6	Penalty & Interest on Taxes	103,996	43,231	104,596	98,500
7	In Lieu of Taxes	60,090	60,000	88,621	64,800
8	Fees	223,080	87,089	187,107	208,808
9	Rentals	800	-	22,000	38,400
10	Departmental Revenue	448,517	189,890	443,196	452,924
11	Licenses & Permits	375,719	196,841	349,935	397,635
12	Fines and Forfeits	44,981	18,240	45,145	102,950
13	Investment Income	32,690	16,938	30,000	45,000
14	Miscellaneous Recurring	40,186	33,933	77,726	84,000
15	Miscellaneous Non Recurring	178,259	24,827	150,354	148,007
16	Municipal Medicaid Funds	108,844	31,010	45,000	110,000
17	State Revenue	12,098,549	5,127,387	12,260,799	12,377,519
18	Federal Revenue	-	85,480	-	-
19	Transfers	402,506	96,798	178,601	339,319
	Sewer Receipts	1,129,436	1,129,436	1,129,436	1,119,332
	TOTAL	53,334,486	25,379,754	54,444,431	56,691,042

Revenue Sources

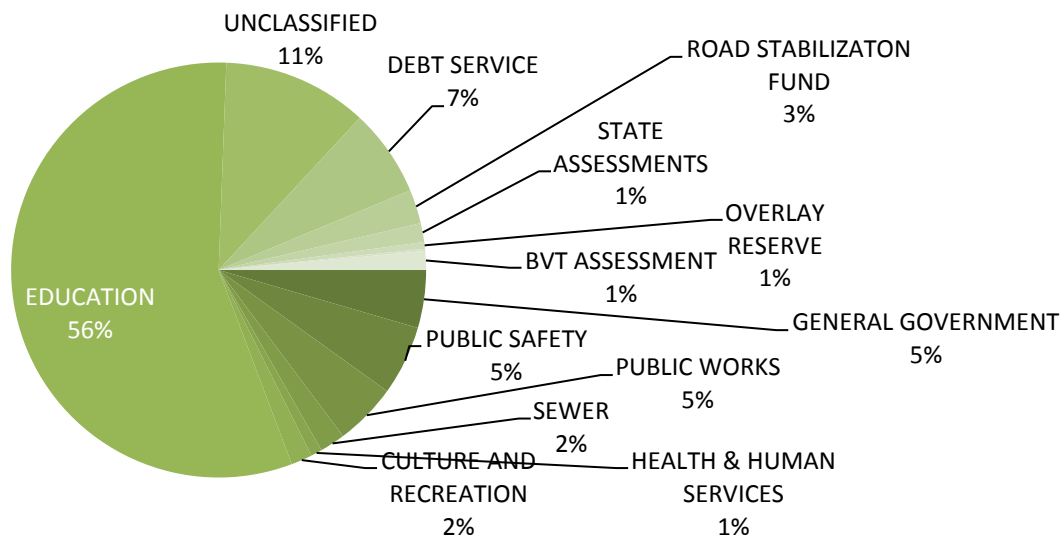


SUMMARY: FY2017 OPERATING BUDGET

	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE	% OF TOTAL BUDGET
GENERAL GOVERNMENT	2,291,416	2,495,983	2,552,768	2,552,768	56,785	2.3%	4.5%
PUBLIC SAFETY	2,830,554	2,968,597	3,110,000	3,068,800	100,203	3.4%	5.4%
PUBLIC WORKS	2,833,624	2,730,150	2,748,786	2,748,786	18,636	0.7%	4.8%
SEWER	968,525	1,129,436	1,119,332	1,119,332	(10,104)	-0.9%	2.0%
HEALTH & HUMAN SERVICES	443,408	471,704	527,195	496,735	25,031	5.3%	0.9%
CULTURE AND RECREATION	785,873	917,938	989,658	938,244	20,306	2.2%	1.7%
EDUCATION	28,817,667	30,336,872	31,929,558	31,929,558	1,592,686	5.25%	56.3%
UNCLASSIFIED	6,026,817	6,082,071	6,415,117	6,415,117	333,046	5.5%	11.3%
DEBT SERVICE	3,772,462	3,884,859	3,864,257	3,864,257	(20,602)	-0.5%	6.8%
TOTAL OPERATING BUDGET	48,770,346	51,017,610	53,256,671	53,133,597	2,115,987	4.1%	93.7%
NON-APPROPRIATED EXPENSES							
ROAD STABILIZATON FUND	1,500,000	1,500,000	1,500,000	1,500,000	-	0.0%	2.6%
STATE ASSESSMENTS	803,452	846,813	832,446	832,446	(14,367)	-1.7%	1.5%
OVERLAY RESERVE	406,000	300,139	300,000	300,000	(139)	0.0%	0.5%
TM RAISE & APPROPRIATE	18,700	98,700	95,000	95,000	(3,700)	-3.7%	0.2%
BVT ASSESSMENT	880,973	829,420	830,000	830,000	580	0.1%	1.5%
TOTAL EXPENSES	52,379,471	54,592,682	56,814,117	56,691,043	2,098,361	3.8%	100.0%

* Health insurance and some other educational costs are included in the unclassified division of the budget

FY2017 Proposed Expenditures





TOWN OF GRAFTON, MASSACHUSETTS

Timothy P. McInerney

TOWN ADMINISTRATOR

February 3, 2016

To the Honorable Board of Selectmen, Other Elected and Appointed Officials and Grafton Residents:

In accordance with article 6-3 of the Grafton home rule charter, I am pleased to present the Fiscal Year 2017 Proposed Budget, which incorporates information regarding revenue projections (both state aid and local receipts) and department expenditure requests.

Grafton should be proud and thankful for its successes over the past years. Many projects have been taken on and completed—after lengthy debate and discussion—which proved for the best possible outcome. Everything we do is based on input from boards and committees and even more important, the residents of the community. I am grateful for having a terrific complement staff who shares the value of customer service in finding efficient and effective ways to deliver services. The team we have in place—across all levels of the government—is the best I have ever had the chance to work with.

Some highlights important to the town include AA+ bond rating, clean fiscal audits and broad-based commitment to adequately funding Grafton public schools. Using stabilization funds combined with chapter 90 funds we will be able to complete more road projects in FY17.



This \$56.7 million budget is built around funding the schools at its required 5.25% increase. It was a struggle to meet this goal given that state aid for education only increased by \$64,000 as proposed by the Governor. This budget is balanced and we will embrace the challenges of continuing to provide great service with less resources. Adhering to basic goals around this is important and include:

1. Protecting and improve the Town's overall Financial Condition, as stated in financial management policies.
 - To be flexible when economic disruptions occur; and meet the demands of growth, decline, and change.
2. To develop a budget that does not rely on one-time gimmicks or unsustainable practices.

BUDGET MESSAGE



- By ensuring that current revenues are sufficient to support current operating expenditures.
- By maintaining adequate financial reserves of between 5-10% of the operating budget to deal with unexpected natural or economic disruptions. Current fiscal year reserves are at 8%. The FY2017 budget maintains a comparable level of reserves.

3. To maintain Grafton as an affordable place to live and operate a business.

- By developing a FY2017 Budget that is within the confines of Proposition 2 ½ and includes reasonable tax increases necessary to maintain current service levels. The tax bill for the average single family home increased just \$112 per year on average in FY2016.
- By developing and funding a Pavement Management Plan (PMP) that begins to address long-term infrastructure needs;

especially roadway improvements.

- State Aid—The current budget model assumes the Governor’s Budget, which was released on January 27, 2016.
- New Growth—In accordance with Proposition 2½, a municipality is allowed to increase its levy limit each year by an amount based on the value of new development and other growth in the tax base. The purpose of this provision is to recognize that new development results in additional municipal costs. FY2017 New Growth is estimated at \$400,000 in anticipation of new construction.

4. Maintain a strong commitment to fund our schools at a level that will continue to improve student achievement.

- This budget includes a \$1.6 million increase for our schools—an increase of 5.25%. These funds will continue help the Grafton School District do more with less—as Grafton continues to obtain the highest achievement rates for the dollars invested in the District.

This budget invests in the next generation, continues our ongoing demand to deliver exceptional services more efficiently and reinvests in our roadway infrastructure. This is a solid foundation for a sustainable fiscal future.

In closing, I would like to sincerely thank and recognize the Finance Team: Doug Willardson, Assistant Town Administrator; Jessica Gomez, Treasurer/Collector; Drew Manlove, Assessor; and especially thank Patricia Fay who, after 11 years of dedicated service as our Town Accountant, has left for another position with another community. Additionally, I would like to express my appreciation for the cooperation I have received from the employees, and members of the Board of Selectmen who had input in the creation of this budget. I look forward to working with each of you as we prepare for FY17 and beyond.

Sincerely,


Timothy P. McNerney



This page intentionally left blank.

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
114	<u>Town Moderator</u>						
	Personnel	\$0	\$150	\$150	\$150	\$0	0.0%
	Expenses	\$212	\$300	\$300	\$300	\$0	0.0%
	Total	\$212	\$450	\$450	\$450	\$0	0.0%
122	<u>Board of Selectmen</u>						
	Personnel	\$48,867	\$52,005	\$53,126	\$53,126	\$1,121	2.2%
	Expenses	\$10,531	\$11,600	\$11,600	\$11,600	\$0	0.0%
	Total	\$59,398	\$63,605	\$64,726	\$64,726	\$1,121	1.8%
123	<u>Town Administrator</u>						
	Personnel	\$280,974	\$327,835	\$301,539	\$301,539	(\$26,296)	-8.0%
	Expenses	\$32,129	\$87,600	\$65,300	\$65,300	(\$22,300)	-25.5%
	Total	\$313,103	\$415,435	\$366,839	\$366,839	(\$48,596)	-11.7%
131	<u>Finance Committee</u>						
	Personnel	\$9,105	\$9,380	\$9,568	\$9,568	\$188	2.0%
	Expenses	\$8,199	\$7,950	\$7,950	\$7,950	\$0	0.0%
	Equipment	\$0	\$0	\$0	\$0	\$0	0.0%
	Total	\$17,305	\$17,330	\$17,518	\$17,518	\$188	1.1%
132	<u>Reserve Fund</u>						
	Expenses	\$20,550	\$75,000	\$75,000	\$75,000	\$0	0.0%
	Total	\$20,550	\$75,000	\$75,000	\$75,000	\$0	0.0%
135	<u>Town Accountant</u>						
	Personnel	\$125,042	\$129,706	\$134,078	\$134,078	\$4,372	3.4%
	Expenses	\$9,783	\$12,635	\$12,990	\$12,990	\$355	2.8%
	Equipment	\$953	\$0	\$0	\$0	\$0	N/A
	Total	\$135,778	\$142,341	\$147,068	\$147,068	\$4,727	3.3%
141	<u>Board of Assessors</u>						
	Personnel	\$133,970	\$145,786	\$152,212	\$152,212	\$6,426	4.4%
	Expenses	\$23,119	\$22,675	\$26,255	\$26,255	\$3,580	15.8%
	Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.0%
	Total	\$167,088	\$178,461	\$188,467	\$188,467	\$10,006	5.6%
145	<u>Collector/Treasurer</u>						
	Personnel	\$212,223	\$226,655	\$237,811	\$237,811	\$11,156	4.9%
	Expenses	\$98,223	\$107,035	\$77,375	\$77,375	(\$29,660)	-27.7%
	State Retirement A.B. Bull	\$0	\$0	\$0	\$0	\$0	N/A
	Equipment	\$1,155	\$500	\$500	\$500	\$0	0.0%
	Total	\$311,602	\$334,190	\$315,686	\$315,686	(\$18,504)	-5.5%
151	<u>Legal</u>						
	Expenses	\$150,657	\$118,000	\$112,000	\$112,000	(\$6,000)	-5.1%
	Total	\$150,657	\$118,000	\$112,000	\$112,000	(\$6,000)	-5.1%

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
153	<u>Human Resources</u>						
	Personnel	\$1,763	\$4,000	\$35,672	\$35,672	\$31,672	791.8%
	Expenses	\$1,210	\$1,000	\$33,050	\$33,050	\$32,050	3205.0%
	Total	\$2,973	\$5,000	\$68,722	\$68,722	\$63,722	1274.4%
155	<u>MIS/GIS</u>						
	Personnel	\$20,038	\$50,000	\$53,000	\$53,000	\$3,000	6.0%
	Expenses	\$155,772	\$29,308	\$47,000	\$47,000	\$17,692	60.4%
	Equipment	\$16,092	\$8,600	\$12,000	\$12,000	\$3,400	39.5%
	Total	\$191,902	\$87,908	\$112,000	\$112,000	\$24,092	27.4%
156	<u>Copiers</u>						
	Expenses	\$25,210	\$24,500	\$25,000	\$25,000	\$500	2.0%
	Total	\$25,210	\$24,500	\$25,000	\$25,000	\$500	2.0%
161	<u>Town Clerk</u>						
	Salary Town Clerk	\$59,600	\$61,984	\$64,154	\$64,154	\$0	0.0%
	Personnel	\$72,590	\$87,129	\$91,615	\$91,615	\$6,656	7.6%
	Expenses	\$6,542	\$14,925	\$16,870	\$16,870	\$1,945	13.0%
	Total	\$138,733	\$164,038	\$172,639	\$172,639	\$8,601	5.2%
162	<u>Election & Registration</u>						
	Personnel	\$10,756	\$13,475	\$20,915	\$20,915	\$7,440	55.2%
	Expenses	\$20,366	\$18,700	\$23,800	\$23,800	\$5,100	27.3%
	Total	\$31,122	\$32,175	\$44,715	\$44,715	\$12,540	39.0%
166	<u>CATV Oversight Committee</u>						
	Expenses	\$2,436	\$3,100	\$3,100	\$3,100	\$0	0.0%
	Total	\$2,436	\$3,100	\$3,100	\$3,100	\$0	0.0%
171	<u>Conservation Committee</u>						
	Personnel	\$60,117	\$64,293	\$67,044	\$67,044	\$2,751	4.3%
	Expenses	\$11,879	\$13,860	\$15,875	\$15,875	\$2,015	14.5%
	Total	\$71,997	\$78,153	\$82,919	\$82,919	\$4,766	6.1%
175	<u>Planning Board</u>						
	Personnel	\$153,303	\$182,694	\$192,012	\$192,012	\$9,318	5.1%
	Expenses	\$15,134	\$14,890	\$12,000	\$12,000	(\$2,890)	-19.4%
	Total	\$168,438	\$197,584	\$204,012	\$204,012	\$6,428	3.3%
176	<u>Appeals Board</u>						
	Personnel	\$8,929	\$9,677	\$9,871	\$9,871	\$194	2.0%
	Expenses	\$1,599	\$2,000	\$2,500	\$2,500	\$500	25.0%
	Total	\$10,528	\$11,677	\$12,371	\$12,371	\$694	5.9%
182	<u>Economic Development</u>						
	Expenses	\$15,000	\$15,000	\$13,000	\$13,000	(\$2,000)	-13.3%
	Total	\$15,000	\$15,000	\$13,000	\$13,000	(\$2,000)	-13.3%

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
191	<u>Farnumsville Fire House</u>						
	Expenses	\$1,948	\$2,000	\$2,000	\$2,000	\$0	0.0%
	Total	\$1,948	\$2,000	\$2,000	\$2,000	\$0	0.0%
192	<u>South Grafton Community House</u>						
	Personnel	\$0	\$0	\$2,500	\$2,500	\$2,500	0.0%
	Expenses	\$10,250	\$12,950	\$15,950	\$15,950	\$3,000	23.2%
	Total	\$10,250	\$12,950	\$18,450	\$18,450	\$5,500	42.5%
193	<u>Municipal Center</u>						
	Personnel	\$115,965	\$166,336	\$166,336	\$166,336	\$0	0.0%
	Expenses	\$197,210	\$205,750	\$209,750	\$209,750	\$4,000	1.9%
	Total	\$313,175	\$372,086	\$376,086	\$376,086	\$4,000	1.1%
195	<u>Unclassified Personnel</u>						
	Retirement & Pensions	\$1,191,597	\$1,340,346	\$1,446,017	\$1,446,017	\$105,671	7.9%
	Medicare / FICA	\$395,370	\$405,000	\$409,000	\$409,000	\$4,000	1.0%
	Group Life Insurance	\$6,886	\$6,000	\$7,000	\$7,000	\$1,000	16.7%
	Group Health Insurance	\$3,830,939	\$3,708,925	\$3,931,000	\$3,931,000	\$222,075	6.0%
	Total Personnel Services	\$5,424,793	\$5,460,271	\$5,793,017	\$5,793,017	\$332,746	6.1%
	<u>Unclassified Expenses</u>						
	Auditing Services	\$26,500	\$27,000	\$27,000	\$27,000	\$0	0.0%
	Town Report	\$1,883	\$2,000	\$2,000	\$2,000	\$0	0.0%
	Ambulance Service	\$0	\$0	\$0	\$0	\$0	N/A
	GWD Hydrant Rental	\$64,913	\$65,700	\$66,300	\$66,300	\$600	0.9%
	SGWD Hydrant Rental	\$17,800	\$17,800	\$17,800	\$17,800	\$0	0.0%
	Memorial Day Expenses	\$3,000	\$3,000	\$4,000	\$4,000	\$1,000	33.3%
	Historic District Commission	\$350	\$800	\$800	\$800	\$0	0.0%
	Historical Commission	\$0	\$2,000	\$2,000	\$2,000	\$0	0.0%
	Town Insurance / Workers Comp	\$481,053	\$490,000	\$493,000	\$493,000	\$3,000	0.6%
	Employee Assistance Program	\$400	\$1,500	\$1,200	\$1,200	(\$300)	-20.0%
	Medicaid Claim Processing	\$6,126	\$12,000	\$8,000	\$8,000	(\$4,000)	-33.3%
	Total Expenses	\$602,024	\$621,800	\$622,100	\$622,100	\$300	0.0%
	Total Unclassified	\$6,026,817	\$6,082,071	\$6,415,117	\$6,415,117	\$333,046	5.5%
196	<u>Fuel</u>						
	Expenses	\$132,012	\$145,000	\$130,000	\$130,000	(\$15,000)	-10.3%
	Total	\$132,012	\$145,000	\$130,000	\$130,000	(\$15,000)	-10.3%
210	<u>Police Department</u>						
	Personnel	\$1,738,946	\$1,836,007	\$1,930,146	\$1,930,146	\$94,139	5.1%
	Expenses	\$183,261	\$154,900	\$169,800	\$169,800	\$14,900	9.6%
	Equipment	\$79,022	\$82,000	\$91,000	\$52,000	(\$30,000)	-36.6%

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
	Total	\$2,001,229	\$2,072,907	\$2,190,946	\$2,151,946	\$79,039	3.8%
220	<u>Fire Department</u>						
	Personnel	\$364,983	\$385,911	\$394,017	\$394,017	\$8,106	2.1%
	Expenses	\$152,833	\$159,305	\$168,325	\$168,325	\$9,020	5.7%
	Equipment	\$84,729	\$95,650	\$102,190	\$102,190	\$6,540	6.8%
	Total	\$602,545	\$640,866	\$664,532	\$664,532	\$23,666	3.7%
241	<u>Building Inspector</u>						
	Personnel	\$157,926	\$165,353	\$170,209	\$170,209	\$4,856	2.9%
	Expenses	\$2,205	\$2,760	\$5,360	\$5,360	\$2,600	94.2%
	Total	\$160,131	\$168,113	\$175,569	\$175,569	\$7,456	4.4%
242	<u>Gas Inspector</u>						
	Personnel	\$9,015	\$12,850	\$12,850	\$12,850	\$0	0.0%
	Expenses	\$1,368	\$1,620	\$1,770	\$1,770	\$150	9.3%
	Total	\$10,383	\$14,470	\$14,620	\$14,620	\$150	1.0%
243	<u>Plumbing Inspector</u>						
	Personnel	\$8,843	\$14,478	\$14,478	\$14,478	\$0	0.0%
	Expenses	\$1,714	\$1,800	\$1,800	\$1,800	\$0	0.0%
	Total	\$10,556	\$16,278	\$16,278	\$16,278	\$0	0.0%
244	<u>Sealer of Weights & Measures</u>						
	Personnel	\$7,555	\$7,697	\$7,697	\$7,697	\$0	0.0%
	Expenses	\$327	\$450	\$450	\$450	\$0	0.0%
	Total	\$7,882	\$8,147	\$8,147	\$8,147	\$0	0.0%
245	<u>Wiring Inspector</u>						
	Personnel	\$14,175	\$16,741	\$16,741	\$16,741	\$0	0.0%
	Expenses	\$1,959	\$2,800	\$2,800	\$2,800	\$0	0.0%
	Total	\$16,134	\$19,541	\$19,541	\$19,541	\$0	0.0%
291	<u>Emergency Management</u>						
	Personnel	\$1,400	\$1,400	\$3,600	\$1,400	\$0	0.0%
	Expenses	\$5,992	\$12,100	\$7,850	\$7,850	(\$4,250)	-35.1%
	Equipment	\$6,000	\$6,000	\$0	\$0	(\$6,000)	-100.0%
	Total	\$13,392	\$19,500	\$11,450	\$9,250	(\$10,250)	-52.6%
292	<u>Animal Control</u>						
	Personnel	\$6,803	\$7,075	\$7,217	\$7,217	\$142	2.0%
	Expenses	\$0	\$200	\$200	\$200	\$0	0.0%
	Total	\$6,803	\$7,275	\$7,417	\$7,417	\$142	2.0%
296	<u>Animal Inspector</u>						
	Personnel	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
	Expenses	\$0	\$0	\$0	\$0	\$0	N/A
	Total	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
300	School Department						
	Expenses	\$28,817,667	\$30,336,872	\$31,929,558	\$31,929,558	\$1,592,686	5.3%
	Total	\$28,817,667	\$30,336,872	\$31,929,558	\$31,929,558	\$1,592,686	5.3%
410	Engineering Department						
	Personnel	\$69,326	\$73,139	\$74,648	\$74,648	\$1,509	2.1%
	Expenses	\$54,668	\$54,600	\$54,000	\$54,000	(\$600)	-1.1%
	Total	\$123,994	\$127,739	\$128,648	\$128,648	\$909	0.7%
420	Highway Department						
	Personnel	\$593,629	\$700,890	\$683,154	\$683,154	(\$17,736)	-2.5%
	Expenses	\$371,580	\$450,000	\$466,900	\$466,900	\$16,900	3.8%
	Total	\$965,209	\$1,150,890	\$1,150,054	\$1,150,054	(\$836)	-0.1%
421	Sanitation						
	Personnel	\$11,660	\$15,696	\$16,010	\$16,010	\$314	2.0%
	Expenses	\$869,831	\$928,000	\$938,000	\$938,000	\$10,000	1.1%
	Total	\$881,490	\$943,696	\$954,010	\$954,010	\$10,314	1.1%
423	Snow & Ice Control						
	Personnel	\$117,375	\$38,000	\$38,000	\$38,000	\$0	0.0%
	Expenses	\$410,495	\$112,000	\$112,000	\$112,000	\$0	0.0%
	Total	\$527,870	\$150,000	\$150,000	\$150,000	\$0	0.0%
424	Street Lighting						
	Expenses	\$63,000	\$63,000	\$65,000	\$65,000	\$2,000	3.2%
	Total	\$63,000	\$63,000	\$65,000	\$65,000	\$2,000	3.2%
440	Sewer Department (Funded from Sewer Use Receipts Reserved Account)						
	Personnel	\$396,912	\$415,436	\$439,157	\$439,157	\$23,721	5.7%
	Expenses	\$571,613	\$714,000	\$680,000	\$680,000	(\$34,000)	-4.8%
	Total	\$968,525	\$1,129,436	\$1,119,157	\$1,119,157	(\$10,279)	-0.9%
491	Cemetery and Parks						
	Personnel	\$202,237	\$219,975	\$224,824	\$224,824	\$4,849	2.2%
	Expenses	\$69,823	\$74,850	\$76,250	\$76,250	\$1,400	1.9%
	Total	\$272,061	\$294,825	\$301,074	\$301,074	\$6,249	2.1%
510	Health Department						
	Personnel	\$46,934	\$47,928	\$81,149	\$50,689	\$2,761	5.8%
	Expenses	\$76,369	\$80,575	\$82,964	\$82,964	\$2,389	3.0%
	Total	\$123,304	\$128,503	\$164,113	\$133,653	\$5,150	4.0%
541	Council On Aging						
	Personnel	\$145,948	\$159,971	\$181,635	\$181,635	\$21,664	13.5%
	Expenses	\$19,396	\$19,770	\$19,870	\$19,870	\$100	0.5%
	Total	\$165,344	\$179,741	\$201,505	\$201,505	\$21,764	12.1%
542	Together We Can						

BUDGET TABLE

#	Account Name	FY 2015 ACTUAL	FY 2016 BUDGET	FY2017 DEPT. REQUEST	FY2017 TOWN ADMIN	\$ CHANGE	% CHANGE
	Expenses	\$2,823	\$3,300	\$3,300	\$3,300	\$0	0.0%
	Total	\$2,823	\$3,300	\$3,300	\$3,300	\$0	0.0%
<u>Veterans Services</u>							
543	Personnel	\$68,627	\$73,660	\$76,777	\$76,777	\$3,117	4.2%
	Expenses	\$83,311	\$86,500	\$81,500	\$81,500	(\$5,000)	-5.8%
	Total	\$151,937	\$160,160	\$158,277	\$158,277	(\$1,883)	-1.2%
<u>Library</u>							
610	Personnel	\$376,680	\$432,371	\$486,013	\$442,024	\$9,653	2.2%
	Expenses	\$174,378	\$204,800	\$211,225	\$203,800	(\$1,000)	-0.5%
	Equipment	\$7,969	\$1,200	\$2,100	\$2,100	\$900	75.0%
	Total	\$559,027	\$638,371	\$699,338	\$647,924	\$9,553	1.5%
<u>Recreation Commission</u>							
630	Personnel	\$168,680	\$198,602	\$206,205	\$206,205	\$7,603	3.8%
	Expenses	\$29,835	\$48,365	\$51,515	\$51,515	\$3,150	6.5%
	Total	\$198,515	\$246,967	\$257,720	\$257,720	\$10,753	4.4%
<u>Nelson Library & Park</u>							
650	Personnel	\$15,540	\$19,200	\$19,200	\$19,200	\$0	0.0%
	Expenses	\$11,730	\$13,400	\$13,400	\$13,400	\$0	0.0%
	Equipment	\$1,060	\$0	\$0	\$0	\$0	N/A
	Total	\$28,331	\$32,600	\$32,600	\$32,600	\$0	0.0%
<u>Retirement of Debt</u>							
710	Expenses	\$2,237,000	\$2,365,000	\$2,435,000	\$2,435,000	\$70,000	3.0%
	Total	\$2,237,000	\$2,365,000	\$2,435,000	\$2,435,000	\$70,000	3.0%
<u>Debt Interest</u>							
750	Expenses	\$1,535,462	\$1,519,859	\$1,429,257	\$1,429,257	(\$90,602)	-6.0%
	Total	\$1,535,462	\$1,519,859	\$1,429,257	\$1,429,257	(\$90,602)	-6.0%
<u>Non-Appropriated Expenses</u>							
	Expenses	\$3,609,125	\$3,575,072	\$3,557,446	\$3,557,446	(\$17,626)	-0.5%
	Total	\$3,609,125	\$3,575,072	\$3,557,446	\$3,557,446	(\$17,626)	-0.5%
TOTAL		\$52,379,471	\$54,592,682	\$56,814,117	\$56,691,043	\$2,098,361	3.8%

REVENUE

DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
PERSONAL AND REAL ESTATE TAXES (Less Debt Exclusion)	\$35,107,021	\$17,681,171	\$33,615,542	\$35,150,590
DEBT EXCLUSION			\$3,207,032	\$3,190,258
SUPPLEMENTAL TAXES			\$50,000	\$50,000
TAX LIENS REDEEMED	\$190,817	\$125,799	\$0	\$0
TAX FORECLOSURES	\$145,252			
DEFERRED REAL ESTATE TAXES REDEEMED	\$0		\$0	\$0
ROLL BACK TAXES	\$9,899		\$0	\$0
MOTOR VEHICLE EXCISE	\$2,524,771	\$399,313	\$2,400,000	\$2,650,000
DEMOLITION LIEN REVENUE, CH. 143			\$0	\$0
INTEREST ON PERSONAL PROPERTY	\$36,408	\$17,125	\$40,000	\$36,500
INTEREST ON MOTOR VEHICLE EXCISE	\$15,073	\$6,608	\$14,946	\$15,000
INTEREST & PENALTIES ON TAX TITLE	\$34,910	\$18,298	\$30,000	\$30,000
INTEREST & PENALTIES ON DEFERRED TA			\$0	\$0
INCOME/EXPENSE PENALTY CH59,S38D	\$17,587	\$1,175	\$19,650	\$17,000
INTEREST & PENALTIES ON BOAT EXCISE	\$18	\$24	\$0	\$0
PAYMENTS IN LIEU OF TAXES	\$60,090	\$60,000	\$88,621	\$64,800
PRO FORMA TAX	\$4,043			
BOAT EXCISE	\$228	\$2,024	\$1,341	\$2,000
LOCAL OPTION MEALS EXCISE	\$104,802	\$30,348	\$108,000	\$111,000
VETERANS DISTRICT ASSESSMENTS	\$37,002	\$32,450	\$75,726	\$82,000
B.V.R.E.P.C. ASSESSMENTS	\$2,000	\$1,000	\$2,000	\$2,000
ADVERTISING FEES			\$0	\$0
USE OF COMMON	\$50	\$50	\$50	\$50
CABLE FRANCISE FEE	\$9,031			
MISCELLANEOUS RENTALS	\$800		\$22,000	\$38,400
ALL ALCOHOLIC LICENSES & PERMITS	\$11,050	\$11,750	\$15,050	\$15,000
ONE DAY BEER LICENSES	\$125	\$125	\$175	\$175
WINE & MALT LICENSES	\$5,550	\$2,400	\$5,550	\$5,550
COMMON VICTUALLER LICENSES	\$725	\$675	\$775	\$775
PEDDLER LICENSE		\$10	\$50	\$50
POOL & PINBALL LICENSE	\$50	\$25	\$55	\$55

REVENUE

DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
AUCTIONEER LICENSE			\$25	\$25
SECOND HAND ARTICLE LICENSE	\$900		\$140	\$140
GARAGE LICENSE	\$1,100	\$1,825	\$2,200	\$2,200
MISCELLANEOUS LICENSES			\$0	\$0
MISCELLANEOUS REVENUE	\$3,588	\$11,300	\$0	\$0
ALL OTHER	\$105	\$115	\$500	\$300
DRAIN LAYERS PERMITS	\$750	\$200	\$925	\$750
MISCELLANEOUS SALES	\$1,589	\$780	\$1,324	\$1,324
PHOTOCOPIES	\$338	\$99	\$259	\$275
CERTIFICATE OF MUNICIPAL LIENS	\$30,755	\$14,550	\$35,000	\$35,000
COBRA ADMINISTRATION FEE	\$22		\$150	\$150
CERTIFICATE TO DISCHARGE BETTERMENT	\$108	\$56	\$130	\$130
CASH DRAW OVER/UNDER	\$4	-\$20	\$0	\$0
BAD CHECK CHARGES	\$457	\$82	\$0	\$0
COLLECTOR FEE	\$66,215	\$19,026	\$58,716	\$66,000
RMV MARKING FEE	\$15,270	\$7,240	\$15,200	\$15,200
DISTRICT COURT FINES	\$11,780	\$2,720	\$10,453	\$11,000
INTEREST ON INVESTMENTS	\$32,690	\$16,938	\$30,000	\$45,000
BANK FEES - TREASURER	-\$120	-\$50	\$0	\$0
ALL OTHER	\$133	\$3	\$162	\$150
MISCELLANEOUS SALES	\$4,942	\$3,043	\$6,300	\$5,000
TOWN CLERK FEES	\$13,830	\$6,160	\$14,000	\$13,500
DOG & SPORTING FEE			\$0	\$0
DOG LICENSES	\$14,512	\$955	\$19,000	\$19,000
DOG FINES	\$1,210	\$500	\$2,300	\$1,200
ALL OTHER	\$10		\$140	\$140
MISCELLANEOUS SALES	\$75		\$110	\$110
PLANNING BOARD FEE	\$6,532		\$1,850	\$2,000
PHOTOCOPIES	\$46	\$146	\$23	\$25
DEFINITIVE PLANS	\$3,500		\$250	\$250
APPROVAL NOT REQUIRED PLANS	\$850	\$800	\$1,000	\$1,000
SPECIAL PERMITS	\$8,075	\$1,550	\$2,475	\$2,500

REVENUE

DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
BOARD OF APPEALS FEE	\$825	\$1,485	\$1,155	\$1,155
POLICE SERVICE FEE	\$24,289	\$8,843	\$20,000	\$20,000
FIREARM IND. PERMITS	\$4,713	\$2,463	\$8,944	\$8,000
PARKING VIOLATIONS	\$1,050	\$555	\$738	\$750
MISCELLANEOUS REVENUE	\$1,184	\$483		
ALL OTHER	\$2,387	\$1,137	\$2,251	\$2,250
COMPLIANCE REPORTS	\$17,620	\$7,530	\$17,357	\$18,000
COPY MACHINE FEE	\$70		\$45	\$45
OPEN BURNING	\$1,730		\$3,130	\$3,000
OIL BURNER/TANK PERMITS	\$1,470	\$480	\$1,290	\$1,200
OCCUPANCY PERMITS	\$5,390	\$2,240	\$6,893	\$6,500
BLASTING PERMITS	\$100	\$40	\$63	\$100
LIQUID PROPANE	\$1,420	\$520	\$1,560	\$1,560
MISCELLANEOUS REVENUE	\$1,024	\$410	\$583	\$750
TANK TRUCKS	\$100	\$20	\$80	\$80
SEALER OF WEIGHTS & MEASURERS FEES	\$2,550	\$1,110	\$2,708	\$2,700
PHOTOCOPIES	\$449	\$327	\$851	\$600
GAS PERMITS	\$32,765	\$13,640	\$30,000	\$30,000
PLUMBING PERMITS	\$26,485	\$10,995	\$26,070	\$25,500
HOME OCCUPANCY	\$100		\$175	\$100
PUBLIC BUILDING INSPECTIONS	\$2,735	\$976	\$3,269	\$2,800
WIRING PERMITS	\$43,940	\$23,020	\$41,565	\$4,200
WOODSTOVE PERMITS	\$1,200	\$850	\$1,500	\$1,500
BUILDING PERMITS	\$159,125	\$107,408	\$140,000	\$225,000
ZONING PERMITS	\$450	\$850	\$925	\$925
REINSPECTION FEE - ELECTRICAL	\$300	\$200	\$375	\$375
REINSPECTION FEE - PLUMBING	\$100	\$50	\$300	\$300
REINSPECTION FEE - GAS	\$300	\$70	\$600	\$600
REINSPECTION FEE - BUILDING	\$600		\$525	\$525
MECHANICAL PERMIT	\$21,997	\$4,300	\$9,775	\$12,000
TRENCH PERMIT	\$1,550	\$650	\$1,725	\$1,725
SIGN PERMITS	\$1,100	\$200	\$1,425	\$1,425

REVENUE

DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
MISCELLANEOUS SALES			\$0	\$0
CEMETERY FOUNDATIONS FEE	\$3,338	\$2,963	\$3,375	\$3,375
CEMETERY SATURDAY BURIAL FEE	\$2,100	\$1,200	\$3,038	\$3,038
BID SPECIFICATIONS	\$75		\$0	\$0
PAY AS YOU THROW BAGS	\$408,130	\$171,176	\$400,000	\$410,000
STREET OPENING & DRIVEWAY PERMITS	\$11,013	\$4,200	\$10,000	\$10,000
ALL OTHER	\$0	\$72	\$0	\$0
TANNING PERMITS	\$100		\$100	\$100
LODGING PERMITS	\$50	\$50	\$100	\$100
POOL/SPA PERMITS	\$200	\$50	\$300	\$300
FUNERAL DIRECTOR LICENSE	\$50		\$50	\$50
MISCELLANEOUS LICENSES	\$380	\$120	\$200	\$200
FOOD LICENSES	\$7,890	\$3,080	\$7,158	\$7,500
SEPTAGE HAULERS PERMITS	\$1,500		\$1,175	\$1,175
DISPOSAL WORKS CONSTRUCTION PERMITS	\$925	\$600	\$1,013	\$1,000
WORK INSTALLER PERMITS	\$1,580	\$350	\$1,858	\$1,800
RUBBISH HAULER PERMITS	\$4,200	\$700	\$4,969	\$4,900
SOIL TESTING FEE	\$5,525	\$7,060	\$2,500	\$2,500
PLAN REVIEW FEE	\$3,400	\$3,375	\$4,000	\$4,000
WELL REVIEW FEE	\$190	\$155	\$215	\$215
TOBACCO PERMITS	\$1,200	\$500	\$1,150	\$1,150
CHEMICAL TOILET PERMITS	\$160		\$325	\$325
FAX FEES	\$954	\$517	\$941	\$900
PHOTOCOPIES	\$3,397	\$1,095	\$1,994	\$2,000
LIBRARY LOST BOOK FEE			\$0	\$0
LIBRARY FINES & FORFEITS	\$7,241	\$2,273	\$6,655	\$7,000
RECREATION FEE			\$4,000	\$4,000
BEACH STICKERS	\$21,931	\$13,568	\$15,500	\$25,000
SWIM PROGRAM	\$15,567	\$1,580	\$9,560	\$16,000
LOSS OF TAXES, ELDERLY, CH. 73, MGL	\$49,790	\$41,658	\$49,790	\$53,288
SCHOOL AID - CHAPTER 70, MGL	\$10,571,515	\$4,437,704	\$10,650,490	\$10,714,830
CONST. OF SCHOOL PROJECTS - CHAP 64	\$0		\$0	\$0

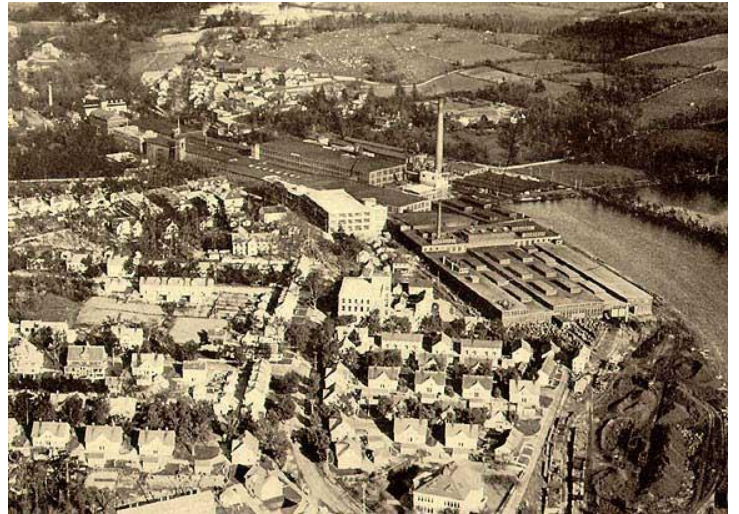
REVENUE

DESCRIPTION	FY2015	FY2016 (Thru Dec)	BUDGET FY2016	BUDGET FY2017
VETERAN'S BENEFITS SEC 6, CHAP 115,	\$33,109	\$45,427	\$62,865	\$62,865
CHARTER SCHOOL REIMBURSEMENT - STAT	\$47,975		\$51,417	\$38,359
SCHOOL CHOICE			\$0	\$0
UNRESTRICTED GENERAL GOVENMENTAL AI	\$1,391,301	\$600,578	\$1,441,388	\$1,503,368
MOTOR VEHICLE FINES FROM STATE	\$23,701	\$12,193	\$25,000	\$83,000
MISCELLANEOUS STATE REVENUE	\$10		\$0	\$0
MUNICIPAL MEDICAID FUNDS	\$108,844	\$31,010	\$45,000	\$110,000
STATE OWNED LAND	\$4,849	\$2,020	\$4,849	\$4,809
H.S. ROOF - MSBA REIMBURSEMENT GRAN			\$0	\$0
S.G. ELEM BOILER - MSBA REIMBURSEME			\$0	\$0
FEMA PRIOR YEAR(S) REIMBURSEMENT	\$0	\$85,480	\$0	\$0
PREMIUM FROM SALE OF BONDS/NOTES	\$37,519		\$95,354	\$93,007
SALE OF ITEMS	\$440		\$0	\$0
RESTITUTION	\$200		\$0	\$0
ENERGY REBATES	\$57,700		\$0	\$0
RETIREE HEALTH CHAP 32B, SEC 9A 1/2	\$5,112		\$5,000	\$5,000
ALL OTHER	\$14,977	\$13,527	\$0	\$0
GAIN ON SALE OF FORECLOSURES	\$58,723		\$0	\$0
TRANSFER FROM ENTERPRISE	\$179,364	\$66,863	\$178,601	\$339,319
TRANSFERS FROM SPECIAL REVENUE FUND	\$74,269	\$29,935	\$0	\$0
TRANSFERS FROM TRUST AND AGENCY FUN	\$148,873		\$0	\$0
SEWER RECEIPTS			\$1,129,436	\$1,119,332
TOTAL	\$52,205,050	\$24,250,318	\$54,444,431	\$56,691,042

COMMUNITY PROFILE

Grafton is a semi-rural town in east central Massachusetts lying southeast of the City of Worcester. The population according to the federal census in 2010 was 17,765. The town is named for Charles FitzRoy, 2nd Duke of Grafton, son of King Charles II of England.

Grafton was originally occupied by a tribe of Nipmuc Indians and was called Hassanamisco (place of small stones). In 1671, an English missionary named John Eliot, who preached in Hassanamisco, established an Indian church and school here where the Bible was studied in the Indian language. The church and school were located near the current common. Today there is an Indian homestead on Brigham Hill.



In 1724, a group of 39 men and one woman, mainly from Marlborough, Sudbury, Concord, and Stow, presented a petition to the General Court and were granted the right to purchase 7,500 acres of land from Indian owners. The money was to be held in an account under the direction of the General Court for the benefit of the Indians. The Town of Grafton was established in 1735.

The present Grafton common was established in 1735. The original 40 proprietors of Grafton voted that four acres of land near the center of the plantation of Hassanamisco were to be set aside as common land and that



a meetinghouse, burial ground, schoolhouse, and militia training field be situated at this place. The first meetinghouse of the Congregational Puritan settlement was built in 1730 and stood at the center of the common. This meetinghouse remained on the common for 100 years. In 1845, a portion of the original Common was fenced, graded, and planted with trees. The present bandstand was built in 1935 by Hollywood filmmakers for a scene in the production of “Ah, Wilderness,” which was filmed in Grafton.

The town began primarily as a farming community, but access to the Blackstone River’s waterpower catapulted the town into the Industrial Revolution, converting the community into a manufacturing center. For example, Ethan Allen began producing his firearms, pocket cutlery and “pepperbox”

COMMUNITY PROFILE

revolver in 1832. Manufacturing continued to prosper until the early 20th century. The historic mill villages along the river and the Blackstone Canal of New England Village, Fisherville, Farnumsville, and Saundersville remain as legacies of that period. The town is part of the Blackstone River Valley National Heritage Corridor, the oldest industrialized region in the U.S. Since that time, the town has developed into a predominantly suburban town located just outside of the Route 495 ring of metropolitan Boston with some remaining rural areas and noteworthy historic charm.

North Grafton is the home of the Wyman Gordon Company. In 1955, the United States Air Force installed a 50,000-ton metal forge in North Grafton as part of its Heavy Press Program in a plant operated by Wyman Gordon. It was the largest metal forge, and indeed the largest machine, in the world at the time it was built. This forge is used to form strategic metals used in commercial and military aircraft for turbine disks, shafts, and blades, landing struts and other aircraft parts where light weight and extreme strength are needed. The entire undercarriage of the space shuttles were forged in Grafton. From 1901 to 1973, North Grafton was home to the Grafton State Hospital—an offshoot of the Worcester State Hospital. The campus was made up of several clusters of buildings and eventually encompassed 1,200 acres in Grafton, Shrewsbury, and Westborough. The hospital was closed in 1973, and the campus, including many of the original buildings, was taken over by the Cummings School of Veterinary Medicine (part of Tufts University) and the Grafton Job Corps center.



The town is bordered by Upton and Westborough on the east and northeast, Shrewsbury on the north, Worcester on the northwest, Millbury on the west, Sutton on the southwest, and Northbridge on the south. Grafton is also bisected by the Massachusetts Turnpike that provides easy access to Boston and other cities in New England. Additionally, the Massachusetts Bay Transit Authority (MBTA) opened a commuter rail station in Grafton, further enhancing the town's locational advantage and attracting major new employers. Improved transportation access; new growth opportunities in the areas of manufacturing, biotechnology, and research; and population pressures from the continuing westward expansion of the Greater Boston metropolitan area have contributed to significant population growth. Despite this growth, Grafton's small town character and historic charm remain strong.

GRAFTON FACTS AND FIGURES

Socioeconomic	
County	WORCESTER
School Structure	K-12
Form of Government	OPEN TOWN MEETING
2013 Population	18,155
2015 Labor Force	9,997
2015 Unemployment Rate	4.0%
2012 DOR Income Per Capita	41,238
2009 Housing Units per Sq Mile	256
2013 Road Miles	104
EQV Per Capita (2014 EQV/2013 Population)	125,480
Number of Registered Vehicles (2012)	17,593
2012 Number of Registered Voters	12,364

Bond Ratings	
Moody's Bond Ratings as of December 2015	Aa2
Standard and Poor's Bond Ratings as of December 2015	AA+

Fiscal Year 2016 Esimated Cherry Sheet Aid	
Education Aid	10,893,664
General Government	1,579,972
Total Receipts	12,473,636
Total Assessments	846,813
Net State Aid	11,626,823

Fiscal Year 2016 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	1,990,526,950	33,341,326	16.75
Open Space	0	0	0
Commercial	93,626,646	1,568,246	16.75
Industrial	55,529,773	930,124	16.75
Personal Property	52,821,460	884,759	16.75
Total	2,192,504,829	36,724,455	

GRAFTON FACTS AND FIGURES

Fiscal Year 2016 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	36,724,456	59.02
State Aid	12,473,636	20.05
Local Receipts	6,639,612	10.67
Other Available	6,389,696	10.27
Total	62,227,400	

Fiscal Year 2016 Proposition 2 1/2 Levy Capacity	
New Growth	420,911
Override	
Debt Exclusion	3,209,587
Levy Limit	37,763,602
Excess Capacity	1,039,147
Ceiling	54,812,621
Override Capacity	21,758,606

Other Available Funds		
2016 Free Cash	FY2015 Stabilization Fund	FY2016 Overlay Reserve
2,434,120	3,357,220	300,138

Fiscal Year 2016 Average Single Family Tax Bill	
Number of Single Family Parcels	4,388
Assessed Value of Single Family	342,182
Average Single Family Tax Bill	5,732
% Tax Bill due to Debt Exclusions	9.1%

State Average Family Tax Bill	
Fiscal Year 2013	4,846
Fiscal Year 2014	5,020
Fiscal Year 2015	5,214

This page intentionally left blank.

BUDGET OVERVIEW

The FY2017 General Fund Municipal Appropriation for the Operating Budget is \$52,014,264. Assessments levied by the State Government and regional School District, the Overlay Reserve (a contingent account for abatements), the roads stabilization funds and holds for Town Meeting articles are not appropriated as part of the General Fund budget but need to be included in the overall budget. When these are added as well as the Sewer Department (which is self-funded), the total budget comes to \$56,691,043. This is a 3.8% increase over Fiscal Year 2016. Below are explanations and details concerning the Town's current financial conditions, the FY2017 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department's detailed budget is presented along with performance goals. Please keep in mind that many of the figures in this budget are predicated on assumptions of the State budget. Therefore, this budget plan remains flexible to deal with any changes in the final State budget.

GENERAL FINANCIAL CONDITIONS

We are proud to report that the Town of Grafton remains in a strong financial position as indicated by our AA+ bond rating from Standard & Poor's. This is a result of prudent decisions of Town Meeting and the Board of Selectmen, coupled with sound day-to-day management of Town operations.

Currently the Town enjoys total reserves of \$5,664,861.80:

FUND	AMOUNT
Free Cash	\$2,221,317.06
Stabilization	\$3,323,552.53
Municipal Capital Stabilization	\$113,628.53
Roads Stabilization	\$6,363.68
TOTAL RESERVES	\$5,664,861.80

These reserves represent 10% of the total FY17 budget as presented. Prudent financial management like this enhances our long-term fiscal stability. This budget does not call for the use of stabilization funds. One time revenue sources have been dedicated to one-time expenditures through specific articles as required by law.

REVENUE OVERVIEW

REVENUE

INTRODUCTION

The following is a summary of major revenue sources to the Town budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, local motor vehicle excise taxes, local option meals tax, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for approximately 74% of the Town's revenue base, State Aid approximately 23%, local receipts 2% and other funding sources 1%.

REVENUE ASSUMPTIONS AND PROJECTIONS

The Town's policy is to budget revenues conservatively. Revenue projections for FY2017 are based on FY2014 and FY2015 actual collections, FY2016 projected collections, other historical trends and anticipated changes that impact the particular revenue source.

1. TAXES

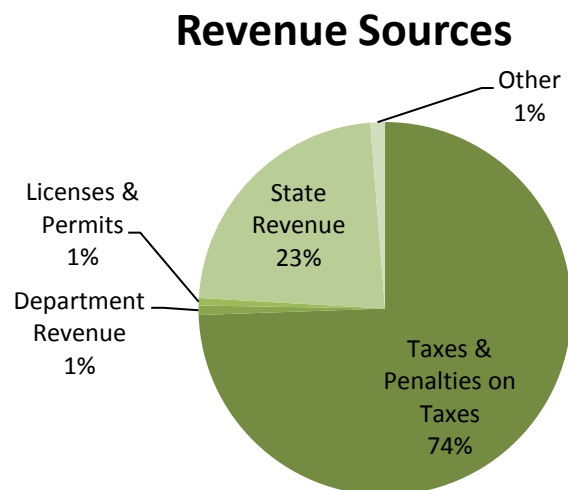
FY2017 tax revenues are projected to be \$41.2 million. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Meals, Tax Agreements, Payments In Lieu of Taxes, and penalties and interest on taxes. As noted earlier, 74% of the operating budget is funded from this revenue category.

Real Estate and Personal Property Taxes

The property tax levy is the Town's largest and most dependable source of revenue at \$38,340,849 and represents 70% of the total general fund operating revenues. However, as presented in this budget, the Town will not tax to the full levy capacity, leaving approximately \$600,000 of levy capacity. The total property tax levy is projected to increase by 4.4% in FY2017 or \$1.535 million.

Real and personal property taxes are based on values assessed as of January 1 each year. By law, all taxable property must be assessed at 100% of fair cash value. Also by law, property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges. The Town successfully completed the state mandated tri-annual valuation process of all property values in FY2014. The Town is required to perform a statistical validation in the interim years in order to ensure that it maintains fair market values. The next state certification process for property values will be in this fiscal year.

Based on the Town's experience, most property taxes (approximately 99%) are collected during the year in which they are assessed. The lien of properties on which taxes remain unpaid occurs annually. The Town ultimately has the right to foreclose on all properties where the taxes remain unpaid.



REVENUE OVERVIEW

The total property tax levy is impacted by Proposition 2½, which was voted into state law in 1980. Proposition 2½ limits the property tax levy in a Town or town to no more than 2.5% of the total fair market value of all taxable real and personal property. In addition, it limits the total property tax levy increase to no more than 2.5% over the prior year's total levy limit plus new construction.

Although it has slowed in recent years, the Town has benefited from new construction in the past. The projected value of new growth for the FY2017 is \$400,000. Over the past ten years the average annual new growth has been over \$700,000. Assessed values in Grafton have grown at an annual average rate of 2.8%--including several years of negative growth with the economic down turn. The table below shows a history of the Town's tax rate and how it compares to other communities.

Tax Rate per \$1,000 Valuation	2012	2013	2014	2015	2016
Grafton	14.13	15.55	15.26	16.50	16.75
Millbury	15.42	16.48	17.10	16.46	16.46
Northbridge	12.81	12.35	13.26	13.38	13.75
Shrewsbury	11.11	11.67	12.17	13.20	13.00
Sutton	14.53	15.57	16.88	16.68	16.68
Worcester (residential)	16.98	18.85	19.54	20.07	20.61

Motor Vehicle Excise Tax

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value. The allowance for uncollectibles is estimated based on historical trends and specific account analysis. 2015 was a record setting year for car sales; consequently, the estimated Motor Vehicle Excise increased significantly by \$250,000.

Local Option Meals Excise

In August of 2009, the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. FY16 was the Town's first full year of meals excise collection. The Local Option Meal Excise is expected to increase to \$111,000. The budget is based on the most recent two quarters of actual collections.

Payments in Lieu of Taxes

The largest participant in the Town's Payment In Lieu of Taxes (PILOT) program is Tufts University. The Town will begin negotiations with the University to adjust the payment to reflect a more accurate valuation of the exempt property this upcoming fiscal year. The current PILOT estimate is just over \$64,800, a slight increase over past years.

Penalties and Delinquent Interest

The Town receives interest and penalties on overdue taxes. This revenue is budgeted at \$98,500 in FY2017

REVENUE OVERVIEW

based on projected FY2016 revenues. The Town will continue to emphasize collection of outstanding real estate, personal property and excise taxes. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues based on the number of outstanding accounts.

2. LICENSE AND PERMITS

The Town issues many types of licenses and permits. Most are business or construction related. Licenses and Permits are primarily issued by the Building Department and the Town Clerk.

Estimated FY2017 License and Permit revenue totals \$397,635. The largest revenue source in this category is building permits, which is budgeted at \$225,000 in FY2017—an increase based on the new fees set in July 2015.

3. FINES AND FORFEITS

Budgeted FY2017 revenue from Fines and Forfeits totals \$102,950 from several different categories. Some fine revenue is distributed to the Town by the State (Moving Violations, Court Fines) while others result from violations of Town ordinances. The largest revenue source for this category is moving violations, which totals \$83,000. This is a significant increase over FY16 due to the addition of a new traffic patrol officer.

4. FEES

By law, fee levels cannot exceed the cost of delivering the service. The cost includes both direct service and administrative costs. The “Fees” category totals \$208,808, or 0.3% of all operating revenues. The largest fee collected is the Collector’s demand fee for late property tax or excise payments at \$66,000.

5. STATE REVENUE

State Aid, based on the Governor’s proposed budget is \$12,377,519—a .95% increase.

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year’s state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive “offset items” which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community’s cherry sheet along with other, relatively smaller, Commonwealth programs such as library aid, veteran’s benefits, police career incentive, school lunch and other reimbursements. Net State Aid is the difference between Cherry Sheet revenue and State Assessments charged against the Town.

6. MISCELLANEOUS RECURRING AND OTHER REVENUE SOURCES

These categories include reimbursements from vendors, Medicaid, and Medicare Part D Drug Reimbursement; recycling, rental income, settlement of claims, etc. Miscellaneous and Other Revenue categories total \$342,008 for FY2017, which is an increase of \$68,928 from FY2016 due to an increase in Medicaid Reimbursements.

Interest Earnings

REVENUE OVERVIEW

Throughout the year, the Town has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. This revenue source has been subject to considerable volatility in the past several years. Interest on investments of \$45,000 has been included in the FY2017 Budget, which is \$15,000 more than last year.

Free Cash

Free Cash will not be used to balance the FY2017 budget. The Town's fiscal policies state that one-time revenue sources will only be used for one-time expenses. Free Cash (also referred to as undesignated General Fund balance) is surplus funds remaining from the operations of the previous fiscal year, which are certified by the State Department of Revenue's (DOR) Director of Accounts as available for appropriation. Remaining funds include unexpended Free Cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount of remaining funds, which can be certified as Free Cash.

Other

The indirect cost payment from the Town's sewer enterprise funds to the General Fund will increase to \$339,319 due to the issuance of new sewer-related debt.

EXPENDITURES OVERVIEW

INTRODUCTION

This section contains the FY2017 Grafton Operating Budget detailing how the Town plans to allocate its resources. A general overview of the operating budget is followed by a detailed description of each department's budget. The departmental presentations are broken down into the following components:

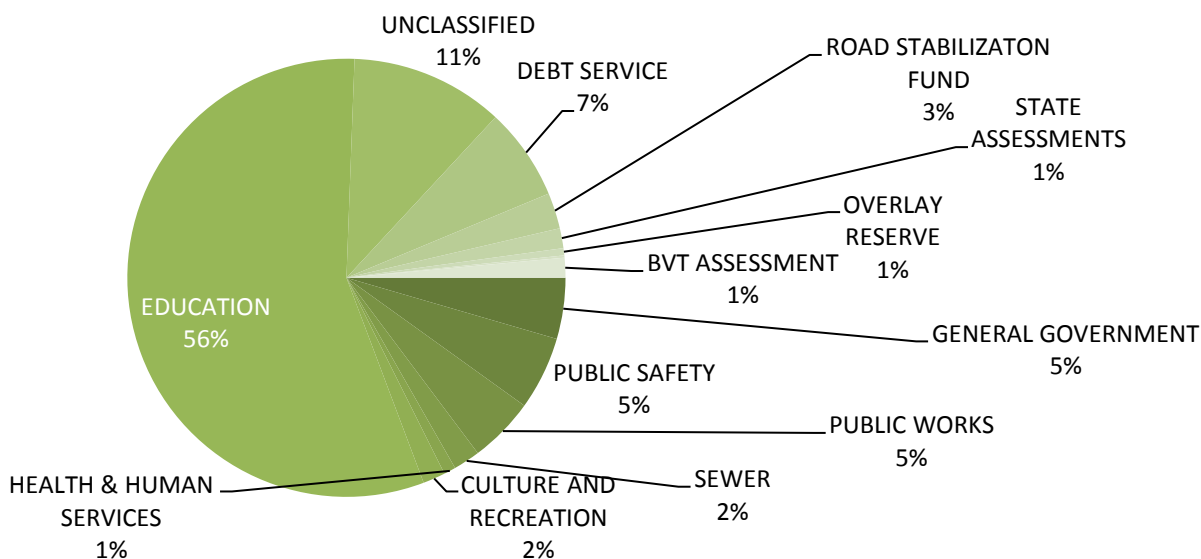
- *A Department Description that clarifies the mission of the department*
- *A Financial Summary Table comparing actual expenditures in FY15 and the FY16 Budget to the FY17 Budget Request*
- *A Budget Statement summarizing changes between the approved FY16 Budget and the proposed FY17 Budget*
- *A Personnel Table showing any changes in the number of FTE's*
- *The Department Goals for the upcoming fiscal year*
- *Appropriation Breakdown by Line Item*

FY2017 OPERATING BUDGET OVERVIEW

This overview walks through each of the major categories of the general fund budget and then gives detailed information on each of the assessments and other expenses that must be funded with the budget including: the Roads Stabilization Fund, State Assessments, Blackstone Valley Tech School District Assessment, the Overlay Reserve and holds for the annual Town Meeting.

Personnel costs are the largest expense category of the Town's Budget. Personnel services include salary, fringe, overtime, and contractual benefits. This year personnel expenses represent 58% of the total budget (not including health insurance). Ordinary maintenance expenses include equipment, supplies, and contractual services and represent 41.% of the total budget. Capital and special items represented less than 1%.

FY2017 Proposed Expenditures



EXPENDITURES OVERVIEW

By functional area, the Town spends the largest portion of the budget on the School Department. As shown on the chart above, School Department spending (\$31,929,558) is followed by Unclassified (\$6,415,117), Debt Service (\$3,864,257), Public Safety (\$2,748,786), General Government (\$2,552,768), etc.

EXPENDITURES

As stated above, this year's total expenditures are proposed at \$56,686,817 which is \$2,094,135 greater than FY16. This represents a 3.8% increase. In order to balance this budget, it was necessary to cut the original requests submitted by departments by \$123,074. Like FY16, this budget does not include the use of any one-time revenue sources to fund ongoing operations. The text below details changes to each of the budget categories.

General Government

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
2,495,983	2,552,768	56,785	2.3%

The slight increase in General Government is due to salary increases for all employees. The Grafton Municipal Employee's Collective Bargaining Agreement is in its last full year under agreement. FY17 had a 2.5% increase for all members within the association.

Public Safety

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
2,968,597	3,068,800	100,203	3.4%

A new traffic patrol officer was included in the budget. The costs of this new officer will be offset by an increase in ticket issuance. A police vehicle was removed from the Town Administrator's budget as compared to the department request. The Fire Department also included a cost of living adjustment for the firefighters.

Public Works

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
2,730,150	2,748,786	18,636	0.7%

The minor increase in the public works budget is due to salary increases and a slight increase in funds requested to maintain town roads through the crack and chip seal programs.

Health and Human Services

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
471,704	496,735	25,031	5.3%

EXPENDITURES OVERVIEW

The Health and Human Services budget of the Town is comprised of the Council on Aging (COA), Health Department, and Veterans' Services and is seeing a 1.8% increase. Once again, the Board of Health will be procuring services from the Central Mass Regional Public Health Alliance at a very modest increase. The COA will be hiring two part-time (10 hours per week) kitchen cooks for Senior Center lunches.

Culture and Recreation

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
917,938	938,244	20,306	2.2%

The increase in the Culture and Recreation budget is due almost entirely to wage adjustments for librarians. The library budget meets Grafton's Municipal Appropriations Requirement (necessary to continue receiving state aid) for FY2017. Minor increases were included within the Recreation Commission budget as well for continued programming.

Education

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
30,336,872	31,929,558	1,592,686	5.25%

Details of the School Department budget can be found within the Superintendent's budget document which is included at the end of this document. This budget contains a 5.25% budget increase. Due to the passage of the override in June 2014, the School Department will continue to grow at a 5.25% increase through FY19.

Unclassified

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
6,082,071	6,415,117	333,046	5.5%

The Unclassified budget category is mainly comprised of non-discretionary expenses of the Town including health insurance, retirement, general liability insurance, and the Town's responsibility for payroll taxes as an employer. The single largest line item in this budget category is health insurance. Health insurance premium rates have been estimated at 5% with an additional assumption of 10 new employees enrolling in the town-sponsored health insurance plans. This line item carries the Town's portion of health insurance costs for both municipal and school employees. The Town's pension contribution to the Worcester Regional Retirement System increased 8% by \$105,671.

Debt Service

FY16 BUDGET	FY17 TOWN ADMIN	\$ CHANGE	% CHANGE
3,884,859	3,864,257	(20,602)	-0.5%

The Debt Service budget remains largely unchanged as no significant projects are expiring. The Board of Selectmen has set a policy to only add new debt as existing debt is retired.

SEWER ENTERPRISE FUND

Enterprise Funds are funds established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full cost of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate. Section 53F 1/2 of Chapter 44 of the Massachusetts General Laws dictates the use of Enterprise Funds for cities within the Commonwealth.

The Town maintains one Enterprise Fund: the Sewer Department. Enterprise operations are supported primarily by charges for services received. Funds raised from charges are dedicated to the specific purpose of the enterprise operation, and cannot be diverted to other unrelated uses. Town general fund resources do not support the Sewer Department—Sewer receipts fully cover the cost of the Sewer operating budget. In fact, the Sewer Department even pays an indirect cost offset to the General Fund of \$160,000 plus debt services payments. The Sewer Department Budget, and corresponding Sewer Receipts, in FY2017 are \$1,119,157. This is a \$10,027 or -0.9% decrease.

The concept of an enterprise operation also includes the maintenance of the capital facilities of the business. That is, fees for services are charged to recover not only the operating costs of the activity but also the “using up” (depreciation) of the capital investments supporting the service.

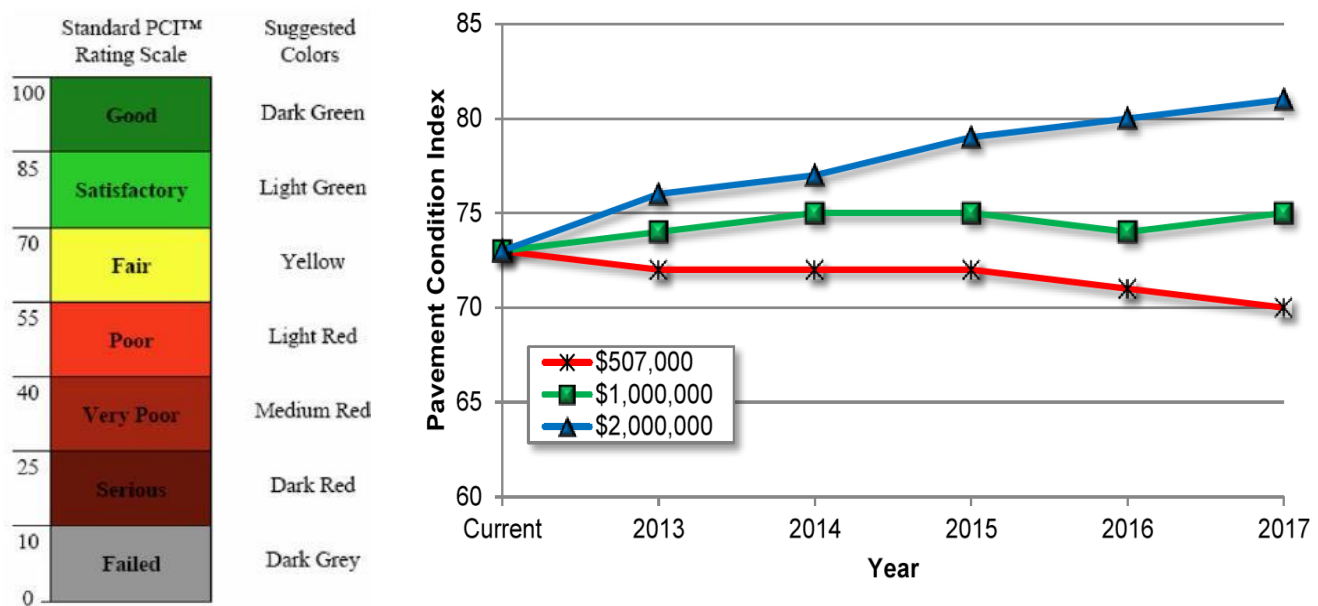
Advantages of an enterprise fund include that it:

1. Identifies a total service cost – Consolidating direct operating, direct capital, and indirect costs (e.g., enterprise-related costs appropriated in the General Fund operating budget) helps a community to readily identify a total service cost and determine funding sources. The total service cost may also include a subsidy from the General or other fund or a reimbursement from the enterprise fund to other funds for subsidized costs incurred in the two full, immediately prior fiscal years.
2. Provides useful management information – Consolidating revenues, expenses and operating performance of the fund provides a community with useful decision making information regarding user charges and fees and a subsidy if necessary. The community can also include the enterprise fixed assets and infrastructure as assets and recognize the annual depreciation of these assets in audited financial statements.

ROAD STABILIZATION FUND

In June 2014, the Town voted a \$1.5 million override to be dedicated solely to roadway infrastructure improvements. The Town completed a comprehensive pavement report in 2013. Based on this report, a budget of \$2,000,000 for road repairs and maintenance (\$1.5 million from an override and \$500,000 Chapter 90 funds), would gradually improve the Pavement Condition Index (PCI) and reduce the existing backlog of road work to be done throughout town. The table and graphs below provide further details.

Date	Ch 90 Funding Only		With Stabilization Fund	
	PCI	Backlog	PCI	Backlog
Current	73	\$18,103,000	73	\$18,103,000
2015	72	\$18,917,000	76	\$16,476,000
2016	72	\$19,675,000	77	\$16,447,000
2017	72	\$21,233,000	79	\$16,905,000
2018	71	\$22,257,667	80	\$16,224,000
2019	70	\$23,415,667	81	\$15,214,000



ROAD STABILIZATION FUND

To put these pavement conditions in perspective, here are a few photographs of roads at different PCI levels.



BRIGHAM HILL ROAD: 86 PCI



BEVERLY STREET: 80 PCI



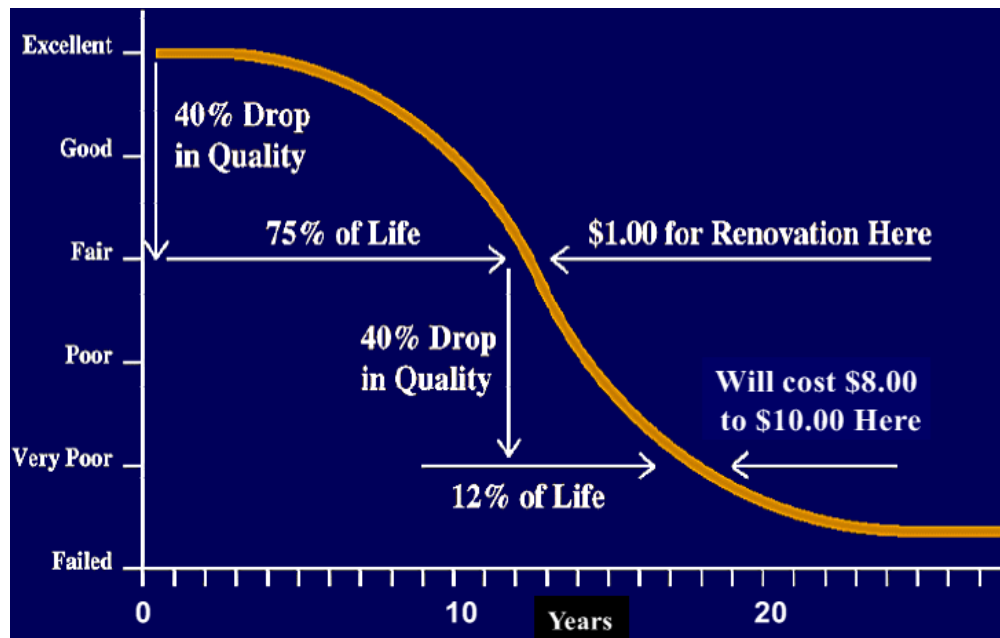
OVERLOOK STREET: 72 PCI



OLD UPTON ROAD: 37 PCI

With the passage of the override, the Town is now able to appropriately fund the pavement management plan it has developed. The theory of pavement management is based on predicting roadway deterioration. The figure below dramatically illustrates the key concept of making timely maintenance repairs, thereby averting the need for far more expensive structural repairs. The goal is to save money in both the short and long run by developing a road repair program that minimizes expenditures. A roadway worsens slowly at the beginning of its life. This level of deterioration per year increases drastically as the pavement reaches near middle age. When the pavement is near the end of its projected life span, the pavement worsens at a slower rate once again. The point where the pavement approaches middle age, before the curve drops off sharply, is considered the critical zone in the pavement's life. Before this point, it is relatively inexpensive to keep a roadway in good service, while after this point it becomes much more expensive to keep the roadway in good service condition.

ROAD STABILIZATION FUND



The table below contains a list of the road projects that will be completed during the summer of 2016.

Street Name	From	To	Length	Cost
ADAMS RD	MERRIAM RD	150' N OF VALLEYVIEW	3376	\$373,379.67
CARROLL RD	WORCESTER ST	JANET CIR	1754	\$154,906.68
CARROLL RD	JANET CIR	100' S OF BICKNELL RD	1890	\$150,440.40
INSTITUTE RD	EAST ST	WESSON ST	1766	\$208,271.80
MERRIAM RD	MEADOWBROOK RD	ADAMS RD	1226.9	\$90,574.97
SIBLEY ST	455' N OF OLD UPTON RD	UPTON RD	2217	\$156,876.07
WATERVILLE ST	NORTH MAIN ST	220' N OF NORTH MAIN	220	\$27,842.29
WATERVILLE ST	220' N OF NORTH MAIN ST	WESTBORO RD	3251	\$57,423.22
WESSON ST	INDIAN PATH	NORTH ST	955	\$35,738.42
WESTBORO RD	300' E OF PINE ST	WESTBORO TOWN LINE	2603	\$128,932.74
WESTBORO RD	668' E OF N MAIN ST	545' E OF N MAIN ST	830	\$67,540.91
WESTBORO RD	NORTH MAIN ST	668' E OF N MAIN ST	668	\$61,448.43
				\$ 1,513,375.60

STATE ASSESSMENTS

The Cherry Sheet is a form showing all state and county charges assessed against the Town, as certified by the state director of accounts. The following are explanations on each of the Assessments charged from the State.

AIR POLLUTION CONTROL. The Department of Environmental Protection supervises six districts statewide. The Metropolitan Boston Control District, of which Grafton is a member, has a staff of 35 pollution inspectors. The Commission is empowered through the Office of the Governor and has a mandate to control air pollution through the enforcement of the Metropolitan Boston Air Pollution Control Acts and Safety

MBTA. The Massachusetts Bay Transportation Authority (MBTA) provides bus/minibus, trackless trolley and underground subway transportation. The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority and 161 additional communities that are receiving MBTA service. The MBTA is required to assess each community's share of the overall assessment.

All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund. Since FY07, this amount is adjusted each July 1 by the rate of inflation unless the total assessment exceeds 102.5 percent of the previous year's assessment. An individual community's assessment is determined based on the following formula: each community's assessment shall equal its weighted share of the total population of the 175 communities in the MBTA. Chapter 161A of the Acts of 2000, which increased the number of communities in the MBTA from 78 to 175, also determined the share for each community in conjunction with the 2010 U.S. Census. The Town receives local bus service from the WRTA which provides service from South Grafton to the commuter rail station near Tufts University.

REGISTRY OF MOTOR VEHICLES-HOLD PROGRAM. Since February 1985, the Parking Violations Bureau has implemented a provision of Massachusetts General Laws, Chapter 90, which enables the Town to request that the state Registry of Motor Vehicles not renew the license and registration of an operator/owner of a motor vehicle who has two or more outstanding parking tickets. This provision is imposed after the motorist has failed to pay the parking tickets and had an opportunity for a hearing. This program has resulted in a significant decrease in the number of delinquent payments.

SCHOOL CHOICE SENDING. Assesses the sending municipality or regional school district for pupils attending another school district under school choice. School choice tuition charges are assessed against the sending district and paid to the receiving school district.

CHARTER SCHOOL SENDING TUITION. Assesses the sending municipality or regional school district for pupils attending charter schools. Charter school tuition charges are assessed against the sending district and paid to the charter school district. Charter Schools receive per-pupil payments from sending districts equal to the average cost per student in that district, plus a capital funding share equal to the state average of what districts pay per pupil in principal and interest for land and buildings.

BLACKSTONE VALLEY TECH ASSESSMENT

Grafton is served by the Blackstone Valley Regional Vocational Technical (BVT) School District. The School District serves 1100 students who have chosen to learn in an atmosphere that is relevant to their interests, aptitudes, and strengths. The Career Vocational Technical Education goes hand in hand with rigorous academic programming as well as outstanding extracurricular activities. The Town is assessed by the BVT School District for the number of pupils from the Town enrolled in the BVT School District. In FY2015, the BVT District budget was \$20,920,532 of which \$11,851,331 was obtained through Town Assessments. The FY2016 Assessment for the Town of Grafton was just under \$830,000 which is what the Town has used as a placeholder for the FY2017 budget. There has been a steady decline in the number of students enrolled in BVT from Grafton, so it is likely that the Town's Assessment will be less.

BVT is fully accredited by the New England Association of Schools and Colleges. It is regulated by the Massachusetts Board of Elementary and Secondary Education and is a part of the Massachusetts network of regional vocational technical high schools. BVT serves the following communities:

- Bellingham
- Blackstone
- Douglas
- Grafton
- Hopedale
- Mendon
- Milford
- Millbury
- Millville
- Northbridge
- Sutton
- Upton
- Uxbridge

The approved budget is the sole funding request that Valley Tech will make of its member communities for the year. With the exception of special debt or an occasional capital improvement initiative, Valley Tech's annual budget request includes workers' compensation, health and other insurance, unemployment, snow removal, federal/state revenue shortfalls, central office, bookkeeping, treasurer, legal, audit, and other expenses. Special Education and Student Assessment costs are also included within the annual budget. Valley Tech staff and students are able to undertake much of the maintenance of the building along with monitoring the facility's complex ventilation and heating system, saving thousands of dollars in outside labor costs.

TOWN MEETING WARRANT ARTICLES

Each May and October, various articles are being prepared for Town Meeting's consideration. The following articles are currently proposed to be funded through the general tax levy:

- Unemployment Compensation - \$45,000

Additionally, \$50,000 has been set aside for any potential needs that may arise for the October Town Meeting.

This page intentionally left blank.

Departmental Budgets

MODERATOR - 114 - SUMMARY

Department Description:

The Moderator is an elected position established in the Town Charter.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$150	\$150	\$150	\$0	0.0%
Expenses	\$212	\$300	\$300	\$300	\$0	0.0%
Total	\$212	\$450	\$450	\$450	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget supports the annual FY17 anticipated expenses related to holding the May and October Town Meetings.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Moderator	0.0	0.0	0.0	0.0	0.0
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To help facilitate the democratic process in Town by ensuring open and productive Town Meetings.

Departmental Budgets

MODERATOR - 114 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary	\$ -	\$ 150	\$150.00	\$150.00
The Moderator is an elected position and serves as the Department Head				
PERSONNEL TOTAL	\$ -	\$ 150	\$150.00	\$150.00

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5300 Professional & Technical	\$ 212	\$ 300	\$300.00	\$300.00
Supplies and Services for Town Meeting				
EXPENSES TOTAL	\$ 212	\$ 300	\$300.00	\$300.00
DEPARTMENT TOTAL	\$ 212	\$ 450	\$450.00	\$450.00

SELECTMEN - 122 - SUMMARY

Department Description:

The five-member Board of Selectmen are elected for terms of three years and serve as the Chief Executive body of the Town.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$48,867	\$52,005	\$53,126	\$53,126	\$1,121	2.2%
Expenses	\$10,531	\$11,600	\$11,600	\$11,600	\$0	0.0%
Total	\$59,398	\$63,605	\$64,726	\$64,726	\$1,121	1.8%

comparisons made using the Town Admin budget

Budget Statement:

The annual budget for the Board of Selectmen primarily consists of the salary for the Administrative Assistant to the Board. An annual performance increase has been budgeted for this position. Expenses have been held flat.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Selectmen					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	1.0	1.0	1.0	1.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue with the formulation and promulgation of policy directives and guidelines that establishes the most prudent direction for Town operations.

Departmental Budgets

SELECTMEN - 122 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5111 Elected/Appointed Boards Each of the five members of the Board of Selectmen receive an annual stipend of \$1,000	\$ 5,000	\$ 5,000	\$5,000.00	\$5,000.00
5112 Department Head Administrative Assistant to the Board of Selectmen	\$ 40,384	\$ 43,005	\$44,126.00	\$44,126.00
5130 Overtime Cover costs associated with recording minutes at Selectmen meetings	\$ 3,484	\$ 4,000	\$4,000.00	\$4,000.00
PERSONNEL TOTAL	\$ 48,867	\$ 52,005	\$53,126.00	\$53,126.00

Departmental Budgets

SELECTMEN - 122 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical Various studies, initiatives, and consulting services as directed by the Board of Selectmen	\$ 2,584	\$ 5,000	\$ 5,000	\$ 5,000
5330 Conference/Seminar Fees For Board or Board Assistant	\$ 743	\$ 800	\$ 800	\$ 800
5340 Communications Posting of legal notices/newspaper advertisements	\$ -	\$ -	\$ -	\$ -
5420 Office Supplies File folders, binders, envelopes, pens, and notepads	\$ 1,137	\$ 800	\$ 800	\$ 800
5710 Instate Travel Reimbursement of staff and Board for use of personal vehicle	\$ -	\$ 500	\$ 500	\$ 500
5715 Dues, Memberships, Schooling Board or Board Assistant attendance of meetings and trainings	\$ 3,658	\$ 2,000	\$ 2,000	\$ 2,000
5730 Dues and Memberships Membership fees and annual dues	\$ 2,408	\$ 2,500	\$ 2,500	\$ 2,500
EXPENSES TOTAL	\$ 10,531	\$ 11,600	\$11,600.00	\$11,600.00
DEPARTMENTAL TOTAL	\$ 59,398	\$ 63,605	\$64,726.00	\$64,726.00

TOWN ADMINISTRATOR - 123 - SUMMARY

Department Description:

The Town Administrator is the chief administrative and chief financial officer of the Town, directly responsible to the Board of Selectmen for the administration of all Town affairs as provided in the Town Charter. The Office of the Town Administrator provides leadership and support to all Town Departments and is responsible for implementing the policies of the Board of Selectmen.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$280,974	\$327,835	\$301,539	\$301,539	-\$26,296	-8.0%
Expenses	\$32,129	\$87,600	\$65,300	\$65,300	-\$22,300	-25.5%
Total	\$313,103	\$415,435	\$366,839	\$366,839	-\$48,596	-11.7%

comparisons made using the Town Admin budget

Budget Statement:

The Human Resources Analyst has been transferred to the Human Resources Department leading the the reduction in personnel costs. Also, the FY16 budget had \$22,000 for a consultant to analyze the GURR Fire Safety Analysis. This has not been included in the FY17 budget.

PERSONNEL			FY17		
Town Administrator	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	2.0	2.0	2.0	2.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue to help improve the efficiency and effectiveness of all Town operations.

Departmental Budgets

TOWN ADMINSTRATOR - 123 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary The Town Administrator is the chief administrative officer of the Town.	\$ 129,909	\$ 134,967	\$ 137,827	\$ 137,827
5113 Administrative Personnel This line item covers the Administrative Assistant to the Town Administrator.	\$ 51,500	\$ 87,288	\$ 55,031	\$ 55,031
5120 Assistant Town Administrator The Assistant provides a range of administrative and supervisory services working with the Town Administrator to plan, coordinate, and analyze the provision of services.	\$ 83,657	\$ 88,580	\$ 91,681	\$ 91,681
5130 Overtime This will cover additional hours worked by the Administrative Assistant, if necessary.	\$ 909	\$ 2,000	\$ 2,000	\$ 2,000
5156 Annuity Deferred compensation pursuant to the contract with the Town Administrator.	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
5158 Disability Insurance Supplemental insurance pursuant to the contract with the Town Administrator.	\$ 500	\$ 500	\$ 500	\$ 500
5159 Life Insurance Supplemental insurance pursuant to the contract with the Town Administrator.	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
PERSONNEL TOTAL	\$ 280,974	\$ 327,835	\$301,539.00	\$301,539.00

Departmental Budgets

TOWN ADMINISTRATOR - 123 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical This line item provides funding for a variety of professional consultant services throughout the year.	\$ 22,517	\$ 74,200	\$ 51,900	\$ 51,900
5330 Conference/Seminar Fees Conferences or seminars could include: MMA, ICMA, MMPA (Personnel), MAPPO (Procurement), or other classes.	\$ 1,393	\$ 3,500	\$ 3,500	\$ 3,500
5340 Communications Cell phone reimbursements of office staff \$30/month; phone equipment at \$42 month; and newspaper postings \$80.	\$ 681	\$ 1,750	\$ 1,750	\$ 1,750
5420 Office Supplies Pens, toner and ink, folders, notepads, binders.	\$ 371	\$ 500	\$ 500	\$ 500
5710 Instate Travel Mileage and lodging for conference and training. Contractual reimbursement for Town Administrator.	\$ 5,482	\$ 5,000	\$ 5,000	\$ 5,000
5730 Dues and Memberships ICMA and MMMA dues and memberships.	\$ 1,684	\$ 2,650	\$ 2,650	\$ 2,650
EXPENSES TOTAL	\$ 32,129	\$ 87,600	\$65,300.00	\$65,300.00
DEPARTMENTAL TOTAL	\$ 313,103	\$ 415,435	\$366,839.00	\$366,839.00

FINANCE COMMITTEE - 131 - SUMMARY

Department Description:

The Finance Committee is a 9 member committee that is established in the General By-Laws and appointed by the Moderator. The Committee is responsible for reviewing the financial implications of each warrant article and the reviewing the entire Town operating budget.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$9,105	\$9,380	\$9,568	\$9,568	\$188	2.0%
Expenses	\$8,199	\$7,950	\$7,950	\$7,950	\$0	0.0%
Equipment	\$0	\$0	\$0	\$0	\$0	0.0%
Total	\$17,305	\$17,330	\$17,518	\$17,518	\$188	1.1%

comparisons made using the Town Admin budget

Budget Statement:

This budget request provides an annual wage increase for the Administrative Assistant to the Finance Committee.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Finance Committee					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.2	0.2	0.2	0.2	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.2	0.2	0.2	0.2	0.0

comparisons made using the Town Admin budget

Goals:

To provide sound fiscal oversight and recommendations to help Town Meeting make informed decisions.

Departmental Budgets

FINANCE COMMITTEE - 131 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5113 Administrative Personnel The Administrative Assistant to the Finance Committee is budgeted for 520 hours per year.	\$ 9,105	\$9,380.00	\$9,567.60	\$9,567.60
PERSONNEL TOTAL	\$ 9,105	\$ 9,380	\$9,567.60	\$9,567.60

FINANCE COMMITTEE - 131 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees	\$ 45	\$ 180	\$ 180	\$ 180
5400 Supplies Line is dedicated to legal publications/advertising	\$ 7,151	\$ 6,500	\$ 6,500	\$ 6,500
5420 Office Supplies Line is dedicated to supplies and internet access	\$ 592	\$ 700	\$ 700	\$ 700
5581 Meals Line is dedicated for lunches	\$ 175	\$ 300	\$ 300	\$ 300
5730 Dues and Memberships Line is dedicated to Annual Association of Finance Committees dues and membership meeting attendance	\$ 236	\$ 270	\$ 270	\$ 270
EXPENSES TOTAL	\$ 8,199	\$ 7,950	\$ 7,950	\$ 7,950
DEPARTMENTAL TOTAL	\$ 17,305	\$ 17,330	\$ 17,518	\$ 17,518

RESERVE FUND - 132 - SUMMARY

Department Description:

The reserve fund is managed by the Finance Committee and is utilized to cover unforeseen expenses that arise during the fiscal year within the entire operating budget.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$20,550	\$75,000	\$75,000	\$75,000	\$0	0.0%
Total	\$20,550	\$75,000	\$75,000	\$75,000	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 request is level in comparison to FY16.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Reserve Fund					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To ensure the effective operation of Town government in the event of unforeseen expenses which cannot be covered by line items within the budget as approved at Town Meeting.

Departmental Budgets

RESERVE FUND - 132 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5780 Reserve Fund	\$ 20,550	\$ 75,000	\$75,000.00	\$75,000.00
The reserve fund is utilized to cover unforeseen expenses throughout the budget; \$20,550 was transferred in FY15				
EXPENSES TOTAL	\$ 20,550	\$ 75,000	\$75,000.00	\$75,000.00
DEPARTMENTAL TOTAL	\$ 20,550	\$ 75,000	\$75,000.00	\$75,000.00

TOWN ACCOUNTANT - 135 - SUMMARY

Department Description:

The Town Accountant has the legal obligation to oversee all financial activity of the municipality, thus playing a critical role in the system of statutory checks and balances established to safeguard local assets. The office serves as an internal service department processing all invoices and reviewing all payrolls; reconciles cash, receivables and special fund balances with the Treasurer/Collector; assists/advises the Town Administrator on financial matters, specifically, budgetary, M.G.L.'s, and Town Meeting warrant preparation; is responsible for timely and accurate submission of all reports required by the State; assists in the preparation of the Tax RECAP; and prepares other reports and financial analysis as required to ensure a successful annual audit.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$125,042	\$129,706	\$134,078	\$134,078	\$4,372	3.4%
Expenses	\$9,783	\$12,635	\$12,990	\$12,990	\$355	2.8%
Equipment	\$953	\$0	\$0	\$0	\$0	0.0%
Total	\$135,778	\$142,341	\$147,068	\$147,068	\$4,727	3.3%

comparisons made using the Town Admin budget

Budget Statement:

Expenditures increased due to increasing software support and book binding costs. Support staff salary increase per Collective Bargaining Agreement; Department Head salary used as a place holder as the position is vacant.

PERSONNEL			FY17		
Town Accountant	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.4	1.0	1.0	1.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	2.4	2.0	2.0	2.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue to develop written polices and standard operating procedures and further expand the internal audit function. Additionally, working to continue maximizing the use of the financial software to streamline processes and maximize reporting capabilities.

Departmental Budgets

TOWN ACCOUNTANT - 135 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary The Town Accountant serves as full-time Department Head.	\$ 84,500	\$ 86,613	\$90,000.00	\$90,000.00
5113 Administrative Personnel The Accounting department budgets one full-time staff that assists the Town Accountant with payable and payroll preparation, reporting, journal entries and other duties as required to meet departmental goals.	\$ 40,497	\$ 41,493	\$42,478.00	\$42,478.00
5126 Assistant Stipend Annual stipend for the Assistant Accountant	\$ -	\$ 1,000	\$1,000.00	\$1,000.00
5130 Overtime Overtime is budgeted but only used in unusual circumstances to meet departmental goals within deadlines.	\$ 46	\$ 600	\$600.00	\$600.00
PERSONNEL TOTAL	\$ 125,042	\$ 129,706	\$134,078.00	\$134,078.00

Departmental Budgets

TOWN ACCOUNTANT - 135 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5240 Repair and Maintenance	\$ 205	\$ 800	\$840.00	\$840.00
Monthly maintenance of printer (\$240) and book binding of general ledger (\$600) and misc. repairs if needed (Xerox maintenance kit = \$315.00)				
5300 Professional and Technical	\$ 6,606	\$ 7,350	\$7,650.00	\$7,650.00
Annual maintenance of financial software (includes remote support link \$180)				
5330 Conference/Seminar Fees	\$ 945	\$ 1,000	\$1,000.00	\$1,000.00
Annual MMAAA Education Program, June or Fall MMAAA Conference and/or misc. training, i.e., Municipal Law Update, Career Track, MCPPO, DOR, or DOE workshops as needed				
5420 Office Supplies	\$ 1,174	\$ 2,050	\$2,050.00	\$2,050.00
Toner cartridges (\$1,200), warrants supplies (\$300), 1099 forms (\$200), misc. binders, calc tapes, supplies (\$350)				
5710 Instate Travel	\$ 443	\$ 1,000	\$1,000.00	\$1,000.00
Annual MMAAA Education Program, June or Fall MMAAA Conference and/or misc. training, i.e., Municipal Law Update, Career Track, MCPPO, DOR, or DOE workshops				
5730 Dues and Memberships	\$ 410	435	\$450.00	\$450.00
Mass. Gov. Finance Officers (Acct), M.M.A.A.A. (Acct & Asst), Mass. Sch. Bus. Off. Assn. (Accountant) proj. increase 5%				
EXPENSES TOTAL	\$ 9,783	\$ 12,635	\$12,990.00	\$12,990.00

Departmental Budgets

TOWN ACCOUNTANT - 135 - DETAIL

EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment	\$ 953	\$ -	\$0.00	\$0.00
Previously requested a scanner/printer/copier				
EQUIPMENT TOTAL	\$ 953	\$ -	\$0.00	\$0.00
DEPARTMENT TOTAL	\$ 134,825	\$ 142,341	\$147,068.00	\$147,068.00

ASSESSOR - 141 - SUMMARY

Department Description:

The Assessors Department is responsible for maintaining databases of all of the properties, determining the property values and classifying all of the property in the Town. The Department grants abatements and exemptions when applicable and is responsible for administering excise taxes. The Assessors Department is responsible for conducting property inspections upon sale, construction, and as part of DOR required cyclical program.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$133,970	\$145,786	\$152,212	\$152,212	\$6,426	4.4%
Expenses	\$23,119	\$22,675	\$26,255	\$26,255	\$3,580	15.8%
Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.0%
Total	\$167,088	\$178,461	\$188,467	\$188,467	\$10,006	5.6%

comparisons made using the Town Admin budget

Budget Statement:

Fiscal Year 2017 is a recertification year for Grafton, and the Town is required to perform a total revaluation program. The state will also abandon support of the CAMA software that our office relies on heavily. We are currently accepting bids to convert our office to different software.

PERSONNEL			FY17		
Assessor	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	2.0	2.0	2.0	2.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

comparisons made using the Town Admin budget

Goals:

Achieve fair and equitable assessments. Work towards goal of condo valuation within the CAMA database.

Departmental Budgets

ASSESSOR - 141 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5111 Elected/Appointed Boards There are 3 appointed members for the Board of Assessors. They each receive a stipend which this line item covers.	\$ 1,000	\$ 1,000	\$1,000.00	\$1,000.00
5112 Department Head Salary Full time Department Head	\$ 63,174	\$ 66,219	\$69,294.00	\$69,294.00
5113 Administrative Personnel The Assessing department employs two full-time staff that serve the public in managing excise abatements, data entry, and answering a variety of complex assessment related inquiries.	\$ 68,365	\$ 77,467	\$80,818.00	\$80,818.00
5130 Overtime Overtime is budgeted but only for emergency needs or off hour inspections.	\$ 1,430	\$ 1,100	\$1,100.00	\$1,100.00
PERSONNEL TOTAL	\$ 133,970	\$ 145,786	\$152,212.00	\$152,212.00

Departmental Budgets

ASSESSOR - 141 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical	\$ 17,597	\$ 10,150	\$19,150.00	\$19,150.00
CAMA software conversion \$10,000				
CAMA software annual maintenance & support \$2,400				
RRC Personal Property Software \$1000				
Registry of Deeds \$400, MLS Subscrip \$350				
Real Estate Revaluation \$100,000				
Personal Property Revaluation \$15,750				
Assessor map update \$5000 (FY12 = \$3,319; FY15 = 2,767)				
5315 Interim Year Adjustments	\$ 1,000	\$ 6,600	\$1,000.00	\$1,000.00
Wireless utility valuation \$1000				
No Interim Adjustments In Certification Year				
5330 Conference/Seminar Fees	\$ 1,299	\$ 1,690	\$1,870.00	\$1,870.00
MAAO Conferences \$200, WCAA meetings/workshops \$400, MAA classes \$900, Leg update \$120, clerk workshops \$70				
5420 Office Supplies	\$ 1,142	\$ 1,600	\$1,600.00	\$1,600.00
Pens, colored paper for certificates and duplication of applications, file folders, binders, page dividers, labels used for abutters lists, disks, report covers for ATB.				
5710 Instate Travel	\$ 1,847	\$ 2,400	\$2,400.00	\$2,400.00
Mileage for inspections and school				
5730 Dues and Memberships	\$ 234	\$ 235	\$235.00	\$235.00
WCAA \$84, MAAO \$150				
EXPENSES TOTAL	\$ 23,119	\$ 22,675	\$26,255.00	\$26,255.00

Departmental Budgets

ASSESSOR - 141 - DETAIL

EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5857 Res. Field Card Verification	\$ 10,000	\$ 10,000	\$10,000.00	\$10,000.00
Annual estimated cost for contracted services to complete cyclical inspections				
EQUIPMENT TOTAL	\$ 10,000	\$ 10,000	\$10,000.00	\$10,000.00
DEPARTMENT TOTAL	\$ 167,088	\$ 178,461	\$188,467.00	\$188,467.00

TREASURER/COLLECTOR - 145 - SUMMARY

Department Description:

The Treasurer/Collector's Office manages the collection of all Town revenues, and pays vendors and payroll per Town warrants. The Office is also responsible for the management of all Town investments, borrowing for capital projects, and monitoring real estate balances. When necessary the Office places properties into Tax Title for non-payment.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$212,223	\$226,655	\$237,811	\$237,811	\$11,156	4.9%
Expenses	\$98,223	\$107,035	\$77,375	\$77,375	-\$29,660	-27.7%
Equipment	\$1,155	\$500	\$500	\$500	\$0	0.0%
Total	\$311,602	\$334,190	\$315,686	\$315,686	-\$18,504	-5.5%

comparisons made using the Town Admin budget

Budget Statement:

Fiscal Year 2017 will continue to be a growth year for the Treasurer/Collector's office. The staff continues to learn the policies and procedures of the office as we work to bring current all aspects associated with our office functions. The decrease in expenses for FY17 represents budget re-allocation to the HR department for contracted payroll services and software expenses associated with the time and attendance system.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Treasurer/Collector					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	3.0	2.6	2.6	2.6	0.0
Professional/Technical	1.0	1.0	1.0	1.0	0.0
Total	5.0	4.6	4.6	4.6	0.0

comparisons made using the Town Admin budget

Goals:

Continue to fully train and cross-train all staff. Develop operational schedules for the office. Work on standard operating procedures and processes with other town departments.

Departmental Budgets

TREASURER/COLLECTOR - 145 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary The Treasurer/Collector serves as the fulltime Department Head.	\$67,000	\$ 69,010	\$ 71,426	\$ 71,426
5113 Administrative Personnel The Department consists of 2.65 FTE clerks who are responsible for collecting all town revenues and general service to the public.	\$92,088	\$ 102,729	\$ 108,407	\$ 108,407
5125 Assistant The Assistant Treasurer/Collector is a full-time position appointed by the Board of Selectmen and reports directly to the Treasurer/Collector. The Assistant provides support in managing all aspects of the Department.	\$46,803	\$ 48,392	\$ 49,895	\$ 49,895
5129 Stipend Stipend for the Treasurer/Collector and Assistant certification.	\$802	\$ -	\$ 1,500	\$ 1,500
5130 Overtime The Department is open until 7PM on Tuesday evenings which requires funding for regular overtime. In addition given the volume of work performed by the office, special projects and busy times during the year require more hours.	\$3,574	\$ 4,500	\$ 4,500	\$ 4,500
5140 Longevity Pursuant to the contract with GMEA, one employee is eligible for longevity.	\$1,956	\$ 2,024	\$ 2,083	\$ 2,083
PERSONNEL TOTAL	\$212,223	\$226,655	\$237,811	\$237,811

TREASURER/COLLECTOR - 145 - DETAIL

EXPENSES Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5240 Repair and Maintenance The repair and maintenance line item is used to pay the service contract on our Xerox printer. The estimated monthly fee for FY17 is \$20.67 per month.	\$ 4,224	\$ 250	\$ 250	\$ 250
5300 Professional and Technical This line is used to pay vendors including our two bill printers/postage, the T/C's share of the financial software expenses, and other outsourced services. PR and Time System expenses have been reallocated to the HR dept lines for FY17.	\$ 71,405	\$ 80,550	\$ 52,850	\$ 52,850
5330 Conference/Seminar Fees This item is used to pay the cost of registration fees for seminars, conferences & classes attended by all staff.	\$ 280	\$ 1,030	\$ 1,030	\$ 1,030
5415 Tax Title Expense The Tax Title Expense is used for advertising costs, recording fees and other expenses incurred in the annual tax taking process. Plus, MGL 60:50B requirements need budget funding of at least \$10,800 (135 parcels @ \$80 each)	\$ 14,572	\$ 18,760	\$ 16,800	\$ 16,800
5420 Office Supplies Office Supplies including printed envelopes, pens, pencils, note pads, binders, file folders, tabs, stampers, ink, calculator tapes and ribbons, calendars, staples, and paper clips.	\$ 6,417	\$ 4,695	\$ 4,695	\$ 4,695

Departmental Budgets

TREASURER/COLLECTOR - 145 - DETAIL

EXPENSES Page 2 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5710 Instate Travel Expenses for mileage, meals and hotels costs for seminars, conferences & classes attended by all staff.	\$ 950	\$ 1,300	\$ 1,300	\$ 1,300
5730 Dues and Memberships The Treasurer/Collector and Assistant are members of the MCTA, Worcester County CTA and MGFOA - the office also annually renews to receive VERIBANC bank rating info.	\$ 375	\$ 450	\$ 450	\$ 450
EXPENSES TOTAL	\$ 98,223	\$ 107,035.00	\$77,375.00	\$77,375.00

TREASURER/COLLECTOR - 145 - DETAIL

EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment This line is used each year to update & replace outdated office equipment.	\$ 1,155	\$ 500	\$ 500	\$ 500
EQUIPMENT TOTAL	\$ 1,155	\$ 500	\$ 500	\$500.00
DEPARTMENT TOTAL	\$ 311,602	\$ 334,190	\$ 315,686	\$315,686.00

LEGAL - 151 - SUMMARY

Department Description:

The Legal Department serves to proactively protect the interests of the Town and defend against any lawsuits in which the Town may be named. The Town contracts for legal services on an annual basis.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$150,657	\$118,000	\$112,000	\$112,000	-\$6,000	-5.1%
Total	\$150,657	\$118,000	\$112,000	\$112,000	-\$6,000	-5.1%

comparisons made using the Town Admin budget

Budget Statement:

This budget supports the annual FY17 anticipated expenses related to general legal counsel, labor counsel, and specialized legal counsel. This budget is slightly less than FY16 since there will be no collective bargaining agreements under negotiation.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Legal					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue to protect the interests of the Town.

Departmental Budgets

LEGAL - 151 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5301 Professional and Technical	\$ 145,471	\$ 98,000	\$ 96,000	\$ 96,000
This line item covers general and specialized counsel expenses.				
5302 Professional and Technical	\$ 5,186	\$ 20,000	\$ 16,000	\$ 16,000
This line item covers labor counsel expenses. This line has been decreased because there will be no labor contracts that will need to be negotiated in the next fiscal year.				
EXPENSES TOTAL	\$ 150,657	\$ 118,000	\$112,000.00	\$112,000.00
DEPARTMENT TOTAL	\$ 150,657	\$ 118,000	\$112,000.00	\$112,000.00

HUMAN RESOURCES - 153 - SUMMARY

Department Description:

The Human Resources department ensures that the Town has a skilled, competent and diverse workforce that will work to meet the Town's goals. Health insurance and payroll functions are covered within this department.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$1,763	\$4,000	\$35,672	\$35,672	\$31,672	791.8%
Expenses	\$1,210	\$1,000	\$33,050	\$33,050	\$32,050	3205.0%
Total	\$2,973	\$5,000	\$68,722	\$68,722	\$63,722	1274.4%

comparisons made using the Town Admin budget

Budget Statement:

Previously, all functions of the Human Resources Department (except costs related to Temporary Staff) were budgeted within other departments of the Town. However, to better account for the costs associated with performing human resources functions, the costs have been aggregated into this department. The HR analyst, was previously budgeted within the Town Administrator's budget. The costs for the time and attendance system and the Harper's payroll system were moved from the Treasurer/Collector's Office.

PERSONNEL			FY17		CHANGE
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	
Temporary Staff					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

The goal is to enhance service to the citizens by hiring and retaining the best employees, increasing productivity and job satisfaction through the planning and administering of personnel programs, wellness initiatives and professional development designs along with healthcare benefits.

Departmental Budgets

HUMAN RESOURCES - 153 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	FY17	
				DEPT. REQUEST	TOWN ADMIN.
5100 Temporary Personnel		\$ 1,763	\$ 4,000	\$4,000.00	\$4,000.00
	Covers the wages of a temporary staff or an intern should one be				
5113 Administrative Personnel		\$ -	\$ -	\$31,672.00	\$31,672.00
	Wages for the part-time human resources and payroll analyst.				
PERSONNEL TOTAL		\$ 1,763	\$ 4,000	\$ 35,672.00	\$ 35,672.00

Departmental Budgets

HUMAN RESOURCES - 153 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5200 Temporary Staff Services Covers the expenses related to contracting with a temporary staffing firm if needed.	\$ 1,210	\$ 1,000	\$1,000.00	\$1,000.00
5300 Professional & Technical Services Covers the PR and Time System expenses relocated from the Treasurer/Collector's Office.	\$ -	\$ -	\$30,850.00	\$30,850.00
5330 Conferences/Seminar Fees Human Resources seminars and other trainings.	\$ -	\$ -	\$300.00	\$300.00
5420 Office Supplies Supplies for the office.	\$ -	\$ -	\$250.00	\$250.00
5710 Travel Travel to and from trainings and seminars.	\$ -	\$ -	\$150.00	\$150.00
5730 Dues & Membership Dues for the MPPA.	\$ -	\$ -	\$500.00	\$500.00
EXPENSES TOTAL	\$ 1,210	\$ 1,000	\$33,050.00	\$ 33,050.00
DEPARTMENTAL TOTAL	\$ 2,973	\$ 5,000	\$68,722.00	\$68,722.00

Departmental Budgets

M.I.S./G.I.S. - 155 - SUMMARY

Department Description:

The Management Information Systems/Geographic Information Systems (M.I.S./G.I.S.) Department manages the Town's Information Technology infrastructure and systems. This budget has changed significantly. The IT oversight functions are now under the School Department. This budget includes \$53,000 to cover the cost of an IT Technician in the School Department.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$20,038	\$50,000	\$53,000	\$53,000	\$3,000	6.0%
Expenses	\$155,772	\$29,308	\$47,000	\$47,000	\$17,692	60.4%
Equipment	\$16,092	\$8,600	\$12,000	\$12,000	\$3,400	39.5%
Total	\$191,902	\$87,908	\$112,000	\$112,000	\$20,692	27.4%

comparisons made using the Town Admin budget

Budget Statement:

This budget provides the needed resources to continue to ensure an effective and secure network IT environment for the Town. GIS updates, web hosting and annual data enhancements. Expenses were increased to meet infrastructure needs projected by the IT Director.

PERSONNEL			FY17		
M.I.S./G.I.S.	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.1	0.1	0.1	0.1	0.0
Total	0.1	0.1	0.1	0.1	0.0

comparisons made using the Town Admin budget

Goals:

Continue the technology refresh/placement program for all computers. Provide timely support to users with IT problems through the new agreement with the School Department. Support the full utilization of the Fiber Municipal Area Network. Assist with the automation of business processes as requested by departments.

Departmental Budgets

M.I.S./G.I.S. - 155 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5126 MIS Stipend	\$ 20,038	\$ 50,000	\$53,000.00	\$53,000.00
This line item covers the transfer to the School Department for the IT employee that works on Town projects.				
PERSONNEL TOTAL	\$ 20,038	\$ 50,000	\$53,000.00	\$53,000.00

M.I.S./G.I.S. - 155 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5249 IT Maintenance	\$ 147,666	\$ 17,308	\$35,000.00	\$35,000.00
Virtual Town Hall Website Hosting - \$5,850				
Docushare Annual Maintenance - \$ 2,200				
Symantec antivirus TH \$3,558				
Eng Plotter Maint and supplies \$3,700				
Other-\$2,000				
5275 G.I.S. Equipment Maintenance	\$ 8,106	\$ 12,000	\$12,000.00	\$12,000.00
Web hosting fee-\$2,000; annual projects & annual licensing-				
EXPENSES TOTAL	\$ 155,772	\$ 29,308	\$47,000.00	\$47,000.00

Departmental Budgets

M.I.S./G.I.S. - 155 - DETAIL

EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	FY17	
			DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment	\$ 16,092	\$ 8,600	\$12,000.00	\$12,000.00
New library computers, equipment for new hires				
EQUIPMENT TOTAL	\$ 16,092	\$ 8,600	\$12,000.00	\$12,000.00
DEPARTMENTAL TOTAL	\$ 191,902	\$ 87,908	\$112,000.00	\$112,000.00

Departmental Budgets

COPIERS - 156 - SUMMARY

Department Description:

This departmental account is used to manage the leasing and rental of copy machine workstations throughout the Municipal Center.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$25,210	\$24,500	\$25,000	\$25,000	\$500	2.0%
Total	\$25,210	\$24,500	\$25,000	\$25,000	\$500	2.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget has been slightly increased based upon current usage trends.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Copiers					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To better track the usage of copiers and printers throughout the Municipal Center, and to develop a multi-prong strategy to reduce the amount of paper used in Town operations.

Departmental Budgets

COPIERS - 156 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5270 Rental and Leases	\$ 23,673	\$ 23,000	\$ 23,500	\$ 23,500
This line covers the monthly base lease charge as follows:				
Department of Public Works: \$300				
Clerk's Office (Main Municipal Ctr. Copier) \$750				
Building Inspector: \$300				
Planning Department: \$350				
Assessor: \$250				
TOTAL MONTHLY: \$1,415				
5700 Other Charges and Rentals	\$ 1,537	\$ 1,500	\$ 1,500	\$ 1,500
This line covers the cost of toner and other supplies for the copiers plus billable printing fees beyond the monthly base lease price.				
EXPENSES TOTAL	\$ 25,210	\$ 24,500	\$25,000.00	\$25,000.00
DEPARTMENTAL TOTAL	\$ 25,210	\$ 24,500	\$25,000.00	\$25,000.00

TOWN CLERK - 161 - SUMMARY

Department Description:

The Town Clerk keeps official Town records, issues licenses, administers the electoral process consistent with the Town Charter, Town By-Laws, State and Federal Law and provides public information in an efficient and courteous manner. Additional responsibilities include the recording of a variety of official records and permanent documents, issuance of vital records and recording Town Meeting action. The office is also responsible for the administration of the Board of Registrars.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$132,190	\$149,113	\$155,769	\$155,769	\$6,656	4.5%
Expenses	\$6,542	\$14,925	\$16,870	\$16,870	\$1,945	13.0%
Total	\$138,733	\$164,038	\$172,639	\$172,639	\$8,601	5.2%

comparisons made using the Town Admin budget

Budget Statement:

The Personnel budget has increased due to salary increases for the administrative personnel and longevity. Per instructions, the Managerial portion of the budget does not reflect a change. The expense budget has increased \$345 from last year due to the increase in conference fees and instate travel expenses. I tend to be discriminative in choosing what conferences we attend. If I find no educational benefit, then we do not attend.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Town Clerk					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	2.0	2.0	2.0	2.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

comparisons made using the Town Admin budget

Goals:

This office seeks to continue to provide the level of customer service that has been the standard in the office for many years. We continue to organize the vault and we will continue to work on the archival preservation of historical documents stored there. We continue working to make the office more efficient and convenient for the public, by adding more streamlined methods of doing things and adding the opportunity for the public to use credit cards over the counter

Departmental Budgets

TOWN CLERK - 161 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary		\$ 59,600	\$ 61,984	\$64,154.00	\$64,154.00
	The Town Clerk is a full-time elected position. Per instructions,				
5113 Administrative Personnel		\$ 70,888	\$ 85,129	\$88,115.00	\$88,115.00
	The Town Clerk office staff consists of two full-time employees: Assistant Town Clerk and Administrative Assistant.				
5130 Overtime		\$ 1,702	\$ 2,000	\$2,000.00	\$2,000.00
	This line item funds employee overtime when needed in accordance with the agreement with the GMEA				
5140 Longevity				\$1,500.00	\$1,500.00
	One Administrative person is eligible for longevity				
PERSONNEL TOTAL		\$ 132,190	\$ 149,113	\$155,769.00	\$155,769.00

Departmental Budgets

TOWN CLERK - 161 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical	\$ 1,260	\$ 8,255	\$9,895.00	\$9,895.00
Accela software maintenance for Town Clerk Package - \$1200				
ARS 2 meetings at \$4320 each (was \$3500 each meeting last year)				
5330 Conference/Seminar Fees	\$ 1,160	\$ 1,150	\$1,250.00	\$1,250.00
Registrations for 4 yearly conferences for Clerk & Assistant (\$50 each x2 for Town Clerk and Assistant Town Clerk - \$400). NEMCII Academy for Assistant Town Clerk (\$850). Has increased due to additional conference - NE conference to be held in Boston this				
5420 Office Supplies	\$ 2,713	\$ 2,200	\$2,175.00	\$2,175.00
Misc. Office Supplies (Folders, Notepads, Pens) \$800 (Up \$50 from year); Binders for Vital Records \$500 (down \$200 from last year); Electric Pencil Sharpener \$40; Computer Supplies \$535, includes purchase of new wireless mice and keyboards; toner cartridges; Security paper for Vital Records \$300 (State Requirement).				
5710 Instate Travel	\$ 1,245	\$ 2,870	\$3,100.00	\$3,100.00
Mileage plus lodging, meals for MA Town Clerks Association Conferences: Fall \$350, Winter \$350, Summer \$350; New England (\$2800); 2 Worc County Clerks Meetings @ \$70 each (\$140); each and Assistant. Conferences and meetings are required to obtain certification. New this year - \$160 in travel expenses for Assistant Town Clerk to attend NEMCIA (neglected to budget for this last year)				
5730 Dues and Memberships	\$ 165	\$ 450	\$450.00	\$450.00
Membership in 4 Professional Associations (dues increased). Added one membership needed for Asst to attend NEMCII				
EXPENSES TOTAL	\$ 6,542	\$ 14,925	\$16,870.00	\$16,870.00
DEPARTMENT TOTAL	\$ 138,733	\$ 164,038	\$172,639.00	\$172,639.00

ELECTION & REGISTRATION - 162 - SUMMARY

Department Description:

The Board of Registrars consists of four members. Three are appointed by the Selectmen as recommended by Town Committees. The Town Clerk serves as the fourth member. The Board supervises the qualification of persons to vote, certifies the names of registered voters on nomination papers and petitions, and holds hearings and decides all disputes relating to the qualifications of voters.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$10,756	\$13,475	\$20,915	\$20,915	\$7,440	55.2%
Expenses	\$20,366	\$18,700	\$23,800	\$23,800	\$5,100	27.3%
Total	\$31,122	\$32,175	\$44,715	\$44,715	\$12,540	39.0%

comparisons made using the Town Admin budget

Budget Statement:

The Election and Registration budget has increased due to there being three elections, including a presidential primary and the presidential election, in FY17 vs in FY16. Presidential elections tend to bring out a substantial increase in voters, thus requiring more workers and supplies.

PERSONNEL			FY17		
Election & Registration	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.1	0.1	0.1	0.1	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.1	0.1	0.1	0.1	0.0

comparisons made using the Town Admin budget

Goals:

Continue to ensure fair and impartial elections.

ELECTION & REGISTRATION - 162 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary Town Clerk's compensation for serving as Registrar as required by General Laws C. 41S. 19G	\$ 600	\$ 600	\$600.00	\$600.00
5116 Election Workers Wages There are three scheduled elections during FY17, One Town election and two State elections, including the Presidential Election. The Town is separated into 5 precincts. Each precinct is staffed by a Warden, Clerk and 5 Inspectors (state elections use 7 inspectors per precinct). Town elections = \$4600; State Elections = \$4850. Balance is for Town Meeting checkers. Included in this budget is an expected increase in the minimum wage on Jan. 1, 2016. Also included are wages for four election workers to staff the early voting location each day , from 10/17 thru 11/5 for the Presidential	\$ 8,959	\$ 10,000	\$17,440.00	\$17,440.00
5124 Registrars There are 3 registrars and each receives an annual stipend of \$125.	\$ 250	\$ 375	\$375.00	\$375.00
5130 Overtime This line item covers the overtime wages of the Assistant Town Clerk and Office Manager related to elections, as well as set up	\$ 947	\$ 2,500	\$2,500.00	\$2,500.00
PERSONNEL TOTAL	\$ 10,756	\$ 13,475	\$20,915.00	\$20,915.00

Departmental Budgets

ELECTION & REGISTRATION - 162 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5240 Repairs and Maintenance	\$ 5,104	\$ 1,500	\$1,650.00	\$1,650.00
Service agreement on Accuvote Scanner Equipment--\$225 per unit for 6 units = \$1350. The maintenance agreement includes once a year cleaning and support on election day. This budget also includes other misc. repair supplies on AccuVote machines (i.e. batteries, printer heads, etc.) - \$300				
5300 Professional and Technical	\$ 10,077	\$ 9,500	\$13,200.00	\$13,200.00
Programming data cards for elections. AccuVote amount depends on the # of candidates--estimated \$1500 per election (3 elections - \$4500) Automark (handicap accessibility) for Town Election estimated \$700. Town pays only for Town Election. State pays for 2 State Elections. Print street list \$1,500. Police Services for elections estimated \$1500 per town election (1 election - \$1500), \$2500 per state election (x 2 elections =\$5000).				
5420 Office Supplies	\$ 3,546	\$ 6,200	\$6,700.00	\$6,700.00
Printing ballots for town election approx. \$3,000. (State pays for State elections), Election seals, election supplies, \$700. Census printing and mailing \$2,500. Computer supplies, ink cartridges, etc.				
5492 Food Other	\$ 1,639	\$ 1,500	\$2,250.00	\$2,250.00
Food for election workers \$750 per election.				
EXPENSES TOTAL	\$ 20,366	\$ 18,700	\$23,800.00	\$23,800.00
DEPARTMENTAL TOTAL	\$ 31,122	\$ 32,175	\$44,715.00	\$44,715.00

CABLE TV - 166 - SUMMARY

Department Description:

The Grafton Cable Television Oversight Committee provides general oversight of all cable access operations in the Town. Also, the Committee monitors the overall performance of both Charter Communications and Verizon with respect to their Grafton cable operations.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$2,436	\$3,100	\$3,100	\$3,100	\$0	0.0%
Total	\$2,436	\$3,100	\$3,100	\$3,100	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

Cable users pay a fee pursuant to the Town's agreement with the cable providers Charter and Verizon which is provided to the Town for use by the Cable Committee.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Cable TV					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue to provide support to residents through advocacy with the cable companies and prudent management of cable TV franchise funds.

Departmental Budgets

CABLE TV - 166 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical		\$ 39	\$ 100	\$ 100	\$ 100
Studio support					
5340 Communications		\$ 30	\$ 100	\$ 100	\$ 100
Advertising for hearings					
5420 Office Supplies		\$ 97	\$ 100	\$ 100	\$ 100
Pens, folders, notepads, ink, DVD labels					
5510 Equipment and Supplies		\$ 2,270	\$ 2,800	\$ 2,800	\$ 2,800
Batteries for microphones, tapes, memory cards, DVDs					
EXPENSES TOTAL		\$ 2,436	\$ 3,100	\$3,100.00	\$3,100.00
DEPARTMENTAL TOTAL		\$ 2,436	\$ 3,100	\$3,100.00	\$3,100.00

CONSERVATION - 171 - SUMMARY

Department Description:

Chief among the Conservation Commission's responsibilities is the administration and enforcement of the Massachusetts Wetlands Protection Act and the Grafton Wetlands Protection Bylaw. Equally important is the Conservation Commission's authority under the Conservation Commission Act of 1957 to plan for natural resource protection, acquire important land and water areas, and manage these properties for conservation and passive recreation. Currently the Department oversees 850 acres of land.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$60,117	\$64,293	\$67,044	\$67,044	\$2,751	4.3%
Expenses	\$11,879	\$13,860	\$15,875	\$15,875	\$2,015	14.5%
Total	\$71,997	\$78,153	\$82,919	\$82,919	\$4,766	6.1%

comparisons made using the Town Admin budget

Budget Statement:

There is little change to the departmental budget. Additional funds have been included to purchase tools that will significantly increase the accessibility of information for Conservation Commissioners allowing for more effective and efficient decision making.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Conservation					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	0.6	0.6	0.6	0.6	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	1.6	1.6	1.6	1.6	0.0

comparisons made using the Town Admin budget

Goals:

Redevelop and expand the Open Space and Recreation Plan to help guide the Town in identifying new public use opportunities while protecting and enhancing the community's most valuable and most vulnerable natural resources; Develop a program for volunteer Land Stewards to assist in management of property under the control of the Conservation Commission; Improve accessibility to Conservation properties and resources.

Departmental Budgets

CONSERVATION - 171 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5127 Department Head Salary Conservation Agent - Total est salary \$58,918 (25% paid from fees in Wetlands Protection Act Revolving Account)	\$ 23,174	\$ 42,093	\$ 44,189	\$ 44,189
5113 Administrative Personnel The Conservation department employee's one part-time staff that serves the public in a variety of ways.	\$ 31,792	\$ 19,050	\$ 21,205	\$ 21,205
5130 Overtime This is soft overtime to cover evening meetings two or three times per month.	\$ 2,951	\$ 1,650	\$ 1,650	\$ 1,650
5140 Longevity Pursuant to the Contract with the GMEA longevity has been calculated for the part-time Secretary	\$ 1,500	\$ 1,500	\$ -	\$ -
5143 Automobile Allowance The Town will now reimburse employees for mileage rather than pay a vehicle allowance	\$ 700	\$ -	\$ -	\$ -
PERSONNEL TOTAL	\$ 60,117	\$ 64,293	\$67,044.00	\$67,044.00

Departmental Budgets

CONSERVATION - 171 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical Occasional use of consultant for Commission business or where 53G account cannot be used	\$ 9,089	\$ 500	\$ 500	\$ 500
5310 Lake Quinsigamond Commission Town membership fee - Lake Quinsigamond Commission	\$ -	\$ 300	\$ 300	\$ 300
5320 Conservation Land Maintenance Project Management on Conservation Land - habitat management, mowing, lime application, invasives control, trail maintenance, signage, surveying, and mapping.	\$ 390	\$ 5,500	\$ 5,500	\$ 5,500
5330 Conference/Seminar Fees MACC Annual conference for 5 Commissioners and 2 Staff \$650; MACC Fall Conference for 3 Staff \$190; NEWFS Wetland Class \$200; Pesticide Applicator License Training \$75; MSMCP Annual meeting \$40; MACC Commissioner Training classes \$245	\$ 503	\$ 1,400	\$ 1,400	\$ 1,400
5340 Communications Monthly cell phone reimbursement rate of \$30 per month; monthly data fee for wireless device for field work of \$50 per month.	\$ 434	\$ 360	\$ 960	\$ 960
5420 Office Supplies Office supplies and supplies for field work \$500; Plotter supplies and maintenance \$800. Included is a one time cost for 5 ipads for Commission members for meeting use and plan review 5 units	\$ 546	\$ 2,000	\$ 3,800	\$ 3,800

Departmental Budgets

CONSERVATION - 171 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5710 In-State Travel Mileage For mileage reimbursement, meals, tolls, etc.	\$ 299	\$ 3,000	\$ 2,500	\$ 2,500
5730 Dues and Memberships Cost of annual dues \$650; cost of annual dues for MSMCP \$40; renewal fee for CESSWI \$50; NEWFS dues \$75; Pesticide Applicator License Renewal \$100.	\$ 619	\$ 800	\$ 915	\$ 915
EXPENSES TOTAL	\$ 11,879	\$ 13,860	\$ 15,875	\$ 15,875
DEPARTMENTAL TOTAL	\$ 71,997	\$ 78,153	\$82,919.00	\$82,919.00

PLANNING - 175 - SUMMARY

Department Description:

The Planning Department's mission is twofold: to provide professional advice and technical expertise to elected officials, appointed boards and committees, Town departments and citizens to assist in understanding and addressing key community issues and priorities; and to continue to focus on a long term commitment to economic vitality, environmental integrity, and development design through the highest quality planning, implementation and development

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$153,303	\$182,694	\$192,012	\$192,012	\$9,318	5.1%
Expenses	\$15,134	\$14,890	\$12,000	\$12,000	-\$2,890	-19.4%
Total	\$168,438	\$197,584	\$204,012	\$204,012	\$6,428	3.3%

comparisons made using the Town Admin budget

Budget Statement:

Salary increases represent cost of living increase, salary adjustment for hiring of Office Manager; Administrative Personnel line item includes \$4,000 for intern, increase in overtime pay to reflect support for Planning Board meetings @ 24 per year, maintenance and supply cost for shared scanner/plotter.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Planning					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	1.0	1.0	1.0	1.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

comparisons made using the Town Admin budget

Goals:

Major department goals include: Support the work of the Planning Board in developing bylaws and regulations; continue to develop, in collaboration with the Town Administrator's office, viable and sustainable economic development opportunities; support and promote corridor improvements for Worcester Street, Main Street, and Route 30; provide support to the Millvillages Advisory Committee, and work with the Affordable Housing Trust to advance the diversity and affordability of housing opportunities in the Town.

Departmental Budgets

PLANNING - 175 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary This pays for a full-time Town Planner based upon levels determined by the Town.	\$ 86,840	\$ 90,352	\$93,063.00	\$93,063.00
5113 Administrative Personnel This pays for a full-time Secretary/Bookkeeper, based on the existing union contract.	\$ 17,738	\$ 41,576	\$45,897.00	\$45,897.00
5130 Overtime This pays for overtime for Planning Board meetings, special	\$ 748	\$ 1,400	\$2,400.00	\$2,400.00
5154 Assistant Planner This pays for a full-time Assistant based upon levels determined by the Town. This figure is includes the provision for up to a 3% increase from FY16 based upon job evaluation.	\$ 47,978	\$ 49,366	\$50,652.00	\$50,652.00
PERSONNEL TOTAL	\$ 153,303	\$ 182,694	\$192,012.00	\$192,012.00

Departmental Budgets

PLANNING - 175 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical		\$ 6,807	\$ 6,150	\$1,750.00	\$1,750.00
	This pays for outside technical review of items, including: technical assistance in grant administration, Planning Board initiatives and the annual department GIS license.				
5330 Conference/Seminar Fees		\$ 205	\$ 500	\$600.00	\$600.00
	Attendance at annual MAPD/SNEAPA conferences and planning				
5340 Communications		\$ 850	\$ 1,200	\$1,200.00	\$1,200.00
	Pays for legal advertising for public hearings, public notices for proposed zoning amendments, and additional public meetings not covered by an applicant project fees.				
5420 Office Supplies		\$ 2,286	\$ 1,250	\$2,800.00	\$2,800.00
	This pays for all annual office supply costs including stationery, envelopes, printing and other general supplies/equipment.				
5650 Other Assessments		\$ 4,497	\$ 4,540	\$4,650.00	\$4,650.00
	This pays for the Town's annual assessment to CMRPC. CMRPC provides local planning assistance, as needed.				
5710 Instate Travel		\$ 75	\$ 500	\$500.00	\$500.00
	This reimburses employees for the use of their vehicles for Town business including site inspections and meetings.				
5730 Dues and Memberships		\$ 415	\$ 750	\$500.00	\$500.00
	This pays for membership and certification maintenance for				
EXPENSES TOTAL		\$ 15,134	\$ 14,890	\$12,000.00	\$12,000.00
DEPARTMENTAL TOTAL		\$ 168,438	\$ 197,584	\$204,012.00	\$204,012.00

APPEALS BOARD - 176 - SUMMARY

Department Description:

To hear and decide appeals, petitions for variances in all districts, applications for expansion of non-conforming uses in accordance with the provisions of section 3.4.3.5, applications for special permits in those circumstances where the board is empowered to act as Special Permit Granting Authority under the provisions of this by-law. To also hear 40B - affordable housing cases.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$8,929	\$9,677	\$9,871	\$9,871	\$194	2.0%
Expenses	\$1,599	\$2,000	\$2,500	\$2,500	\$500	25.0%
Total	\$10,528	\$11,677	\$12,371	\$12,371	\$694	5.9%

comparisons made using the Town Admin budget

Budget Statement:

A \$500 increase has been included for printing legal notices.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Appeals Board					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.3	0.3	0.3	0.3	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

It is our goal to develop an appropriate fee structure that enables the ZBA department to be self-funded based on the 40A and 40B fees. Ideally, the fees being charged should equal the operating expenses of the department. We strive to get cases scheduled within a timely manner to facilitate the permitting process for the 40A cases.

Departmental Budgets

APPEALS BOARD - 176 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5113 Administrative Personnel This pays for a part-time assistant, 6-10 hours a week to process all 40A & 40B cases that come before the ZBA.	\$ 8,929	\$ 9,677	\$9,871.00	\$9,871.00
PERSONNEL TOTAL	\$ 8,929	\$ 9,677	\$9,871.00	\$9,871.00

APPEALS BOARD - 176 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5340 Communications This pays for legal notices posted in the Grafton News for all cases before the ZBA.	\$ 500	\$ 1,500	\$2,000.00	\$2,000.00
5420 Office Supplies This pays for all office supplies for the ZBA.	\$ 1,099	\$ 500	\$500.00	\$500.00
EXPENSES TOTAL	\$ 1,599	\$ 2,000	\$2,500.00	\$2,500.00
DEPARTMENTAL TOTAL	\$ 10,528	\$ 11,677	\$12,371.00	\$12,371.00

ECONOMIC DEVELOPMENT COMMISSION - 182 - SUMMARY

Department Description:

The mission of the Grafton Economic Development Commission is to promote and facilitate economic development and to enrich the quality of life by advancing Grafton's commercial, retail and industrial base

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$15,000	\$15,000	\$13,000	\$13,000	-\$2,000	-13.3%
Total	\$15,000	\$15,000	\$13,000	\$13,000	-\$2,000	-13.3%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 EDC budget has been reduced slightly since major marketing pieces were budgeted in last year's budget. It is based on three major areas of economic development: operations, marketing, and events. These efforts will include a complete overhaul and redesign of the EDC Website including multiple keyword rich landing pages and Google Adwords. Signage, banners, and trade show presentation materials and trade show booth are included. Event participation fees have been added to ensure presence at Business Expos and Chamber of Commerce events.

PERSONNEL			FY17		
EDC	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

The mission of the Grafton Economic Development Commission is to promote and facilitate economic development by attracting and retaining quality businesses and to enrich the quality of life by advancing Grafton's commercial, retail and industrial base.

Departmental Budgets

ECONOMIC DEVELOPMENT COMMISSION - 182 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical		\$ 5,330	\$ 4,500	\$ 4,500	\$ 4,500
	Website development, search engine optimization and marketing				
5330 Conference/Seminar Fees		\$ -	\$ 500	\$ 500	\$ 500
	Conferences, seminars and meetings				
5340 Communications		\$ -	\$ 1,500	\$ 1,500	\$ 1,500
	Printing of EDC Collateral and signage				
5355 Event/Participation Fees		\$ 750	\$ 2,500	\$ 2,500	\$ 2,500
	Business Expos/Trade Shows, Chamber of Commerce Events				
5510 Equipment and Supplies		\$ 8,625	\$ 3,500	\$ 1,500	\$ 1,500
	Office supplies and presentation equipment/trade show booths				
5588 Annual Business Breakfast		\$ -	\$ 1,500	\$ 1,500	\$ 1,500
	Annual Business Breakfast, roundtable, Business of the Year,				
5730 Dues and Memberships		\$ 295	\$ 1,000	\$ 1,000	\$ 1,000
	Association and chamber dues & memberships				
EXPENSES TOTAL		\$ 15,000	\$ 15,000	\$13,000.00	\$13,000.00
DEPARTMENTAL TOTAL		\$ 15,000	\$ 15,000	\$13,000.00	\$13,000.00

Departmental Budgets

FARNUMSVILLE FIRE HOUSE - 191 - SUMMARY

Department Description:

Provide for the maintenance of the Historic Farnumsville Fire House which is managed by volunteers.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$1,948	\$2,000	\$2,000	\$2,000	\$0	0.0%
Total	\$1,948	\$2,000	\$2,000	\$2,000	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget is flat.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Farnumsville FH					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

Continue the maintenance and restoration of the Fire House, and promote the Fire House through Tours.

Departmental Budgets

FARNUMSVILLE FIRE HOUSE - 191 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5213 Utilities		\$ 1,473	\$ 1,200	\$ 1,200	\$ 1,200
	Heating and electric bills				
5240 Repairs and Maintenance		\$ 475	\$ 650	\$ 650	\$ 650
	General building repairs and maintenance				
5580 Other Supplies		\$ -	\$ 150	\$ 150	\$ 150
	Supplies for the building				
EXPENSES TOTAL		\$ 1,948	\$ 2,000	\$2,000.00	\$2,000.00
DEPARTMENTAL TOTAL		\$ 1,948	\$ 2,000	\$2,000.00	\$2,000.00

Departmental Budgets

SOUTH GRAFTON COMMUNITY HOUSE - 192 - SUMMARY

Department Description:

The Historic South Grafton Community House is a gathering space for both public and private functions. The Community House is managed by the South Grafton Community House Oversight Committee.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$2,500	\$2,500	\$2,500	0.0%
Expenses	\$10,250	\$12,950	\$15,950	\$15,950	\$3,000	23.2%
Total	\$10,250	\$12,950	\$18,450	\$18,450	\$5,500	42.5%

comparisons made using the Town Admin budget

Budget Statement:

A small amount was included to fund snow removal at the community house.

PERSONNEL			FY17		
SGCH	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

Encourage greater public and private use of this historic space.

Departmental Budgets

SOUTH GRAFTON COMMUNITY HOUSE - 192 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5130 Overtime	\$ -	\$ -	\$ 2,500	\$ 2,500
Snow removal				
PERSONNEL TOTAL	\$ -	\$ -	\$ 2,500	\$ 2,500

SOUTH GRAFTON COMMUNITY HOUSE - 192 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy	\$ 9,230	\$ 8,750	\$ 8,750	\$ 8,750
Heating and electricity costs				
5230 Non-Energy Utilities	\$ 701	\$ 400	\$ 400	\$ 400
Sewer bills				
5240 Repair and Maintenance	\$ 319	\$ 3,000	\$ 6,000	\$ 6,000
General repairs and upkeep. Interior doors will be refinished and flooring in the hallways will be replaced as funding permits				
5340 Communications	\$ -	\$ 500	\$ 500	\$ 500
Covers the emergency alarm line				
5580 Other Supplies	\$ -	\$ 300	\$ 300	\$ 300
Supplies for bathrooms				
EXPENSES TOTAL	\$ 10,250	\$ 12,950	\$ 15,950	\$ 15,950
DEPARTMENTAL TOTAL	\$ 10,250	\$ 12,950	\$ 18,450	\$ 18,450

MUNICIPAL CENTER - 193 - SUMMARY

Department Description:

The Municipal Center Department manages the daily maintenance, repairs, improvements, costs and utilities for the Grafton Memorial Municipal Center.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$115,965	\$166,336	\$166,336	\$166,336	\$0	0.0%
Expenses	\$197,210	\$205,750	\$209,750	\$209,750	\$4,000	1.9%
Total	\$313,175	\$372,086	\$376,086	\$376,086	\$4,000	1.1%

comparisons made using the Town Admin budget

Budget Statement:

The budget was increased \$4,000 to adequately fund ongoing building projects.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Municipal Center					
Managerial	0.1	0.1	0.1	0.1	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	2.5	2.5	2.5	2.5	0.0
Total	2.6	2.6	2.6	2.6	0.0

comparisons made using the Town Admin budget

Goals:

Assist in the oversight and implementation of energy conservation measures. Maintain a healthy and clean municipal center for use by residents and visitors.

Departmental Budgets

MUNICIPAL CENTER - 193 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	This pays is for part-time Facilities Manager for Town owned				
5114 Wages, Permanent Personnel		\$ 107,793	\$ 154,836	\$ 154,836	\$ 154,836
	This pays for full-time and part time custodians, based on existing negotiated union scales.				
5130 Overtime		\$ 3,172	\$ 6,500	\$ 6,500	\$ 6,500
	This pays for overtime to staff due to vacations, personal days, sick leave and special circumstances during the year, including natural disasters and snowstorms.				
PERSONNEL TOTAL		\$ 115,965	\$ 166,336	\$166,336.00	\$166,336.00

Departmental Budgets

MUNICIPAL CENTER - 193 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy		\$ 71,062	\$ 69,500	\$ 69,500	\$ 69,500
	This funds our Electric and Gas needs in the building with Eversource and National Grid being our providers.				
5230 Non-Energy Utilities		\$ 2,121	\$ 750	\$ 750	\$ 750
	This funds sewer costs of the building				
5240 Repair and Maintenance		\$ 36,280	\$ 55,000	\$ 55,000	\$ 55,000
	This covers our major repair items in our building including air-conditioning, boiler issues and our contracted services, including pest control and elevator maintenance.				
5241 Building Maintenance and Improvements		\$ 24,128	\$ 25,000	\$ 30,000	\$ 30,000
	Provides for "as needed" building needs. Much of this fund comes from weekly purchases to repair and maintain minor issues.				
5244 Old Library/Thrift Shop Repairs & Maintenance		\$ 1,423	\$ 1,500	\$ 1,500	\$ 1,500
	This line added to provide for Other Municipal Building not budgeted elsewhere				
5340 Communications		\$ 46,753	\$ 40,000	\$ 40,000	\$ 40,000
	Covers our telephone, cable and computer needs				
5420 Office Supplies		\$ 5,503	\$ 7,000	\$ 6,000	\$ 6,000
	Paper for all the different and various copying machines. Reduction in paper consumption has lowered this budget from FY16 levels.				
5450 Custodial and Housekeeping		\$ 9,940	\$ 7,000	\$ 7,000	\$ 7,000
	This fund covers much of our building upkeep, including all bathroom supplies and various cleaning products.				
EXPENSES TOTAL		\$ 197,210	\$ 205,750	\$209,750.00	\$209,750.00
DEPARTMENTAL TOTAL		\$ 313,175	\$ 372,086	\$376,086.00	\$376,086.00

Departmental Budgets

UNCLASSIFIED - 195 - SUMMARY

Department Description:

This budgetary department contains a variety of general administrative expenses that cut across all or most Town Departments.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$5,424,793	\$5,460,271	\$5,793,017	\$5,793,017	\$332,746	6.1%
Expenses	\$602,024	\$621,800	\$622,100	\$622,100	\$300	0.0%
Total	\$6,026,817	\$6,082,071	\$6,415,117	\$6,415,117	\$333,046	5.5%

comparisons made using the Town Admin budget

Budget Statement:

Health insurance costs have assumed a 5% premium increase. The pension allocation increased by 8%.

PERSONNEL			FY17		
Unclassified	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue prudent management of the Town's fixed costs by managing risk and through aggressive negotiation of agreements with service providers.

Departmental Budgets

UNCLASSIFIED - 195 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5170 Retirement and Pension		\$ 1,191,597	\$ 1,340,346.00	\$ 1,446,017.00	\$ 1,446,017.00
	This is the Town's contribution to the Worcester County Regional Retirement system.				
5171 Medicare/FICA		\$ 395,370	\$ 405,000.00	\$ 409,000.00	\$ 409,000.00
	This is the Town's portion of the Medicare/FICA payroll taxes as an employer				
5172 Group Life Insurance		\$ 6,886	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00
	This is the Town's contribution to premiums for this benefit for this offered employee benefit				
5173 Group Health Insurance		\$ 3,830,939	\$ 3,708,925.00	\$ 3,931,000.00	\$ 3,931,000.00
	This is the Town's contribution to premiums for this benefit for this offered employee benefit -5% increase FY17				
PERSONNEL TOTAL		\$ 5,424,793	\$ 5,460,271	\$5,793,017.00	\$5,793,017.00

Departmental Budgets

UNCLASSIFIED - 195 - DETAIL

EXPENSES Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5303 Auditing Services This line covers the contractual amount for the annual Town consolidated audit for FY16 (audited FY17)	\$ 26,500	\$ 27,000	\$ 27,000	\$ 27,000
5410 Town Report This line cover the cost of production of approximately 700 annual Town Reports	\$ 1,883	\$ 2,000	\$ 2,000	\$ 2,000
5411 Ambulance Services This line item covers the contractual amount for ambulance services - zero cost for new contract	\$ -	\$ -	\$ -	\$ -
5430 Hydrant Rental - Grafton Per the agreement with the Grafton Water District	\$ 64,913	\$ 65,700	\$ 66,300	\$ 66,300
5431 Hydrant Rental - So. Grafton Per the agreement with the South Grafton Water District	\$ 17,800	\$ 17,800	\$ 17,800	\$ 17,800
5441 Memorial Day Expenses This line items covers the Town sponsored events held on Memorial Day	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000
5442 Historic District Commission This line item covers the cost of the Historic District Commission	\$ 350	\$ 800	\$ 800	\$ 800
5443 Historical Commission \$500 Hassanamesit Woods Website Maintenance, \$500 Scenic Road Signs, \$1,000 Conferences, Stone Arch Bridge Project, and Walking Tour Brochures	\$ -	\$ 2,000	\$ 2,000	\$ 2,000

Departmental Budgets

UNCLASSIFIED - 195 - DETAIL

EXPENSES Page 2 of 2

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5740 Town Insurance		\$ 481,053	\$ 490,000	\$ 493,000	\$ 493,000
	This is the Town's general liability and property insurance premium costs. There is an increase from the FY16 base to cover increased values.				
5741 Employee Assistance		\$ 400	\$ 1,500	\$ 1,200	\$ 1,200
	The employee assistance program provides various personal consultation services to any employee in need				
6104 Medicaid Claim Processing		\$ 6,126	\$ 12,000	\$ 8,000	\$ 8,000
	This covers the Town's cost to process claims under Medicaid				
EXPENSES TOTAL		\$ 602,024	\$ 621,800	\$622,100.00	\$622,100.00
DEPARTMENTAL TOTAL		\$ 6,026,817	\$ 6,082,071	\$6,415,117.00	\$6,415,117.00

Departmental Budgets

FUEL/GASOLINE - 196 - SUMMARY

Department Description:

This budgetary department contains funding for all gasoline and diesel fuel expenses for Town operations.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$132,012	\$145,000	\$130,000	\$130,000	-\$15,000	-10.3%
Total	\$132,012	\$145,000	\$130,000	\$130,000	-\$15,000	-10.3%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 budget is slightly less than FY16 based on current usage and trending gasoline costs.

PERSONNEL			FY17		
Fuel/Gasoline	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To continue to actively manage the fuel consumption and purchases of the Town ensuring adequate supply is maintained at the lowest possible price.

Departmental Budgets

FUEL/GASOLINE - 196 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5481 Gasoline		\$ 132,012	\$ 145,000	\$ 130,000	\$ 130,000
	This line provides funding for all gasoline and diesel fuel needed for Town operations. The Town utilizes over 85 gallons of fuel on a daily basis.				
	EXPENSES TOTAL	\$ 132,012	\$ 145,000	\$130,000.00	\$130,000.00
	DEPARTMENTAL TOTAL	\$ 132,012	\$ 145,000	\$130,000.00	\$130,000.00

POLICE DEPARTMENT - 210 - SUMMARY

Department Description:

The Grafton Police Department is a full service agency comprised of officers and staff who take pride in their department and are dedicated to ensuring the safety and security of the residents of Grafton. The philosophy of the Grafton Police Department is that of preventing crime and being proactive while maintaining a high quality of life in this community. We believe in the Community Oriented Policing approach in dealing with the many problems we face each day. We are a progressive department with the main objective of making the Town of Grafton a place where people would like to locate and raise their

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$1,738,946	\$1,836,007	\$1,930,146	\$1,930,146	\$94,139	5.1%
Expenses	\$183,261	\$154,900	\$169,800	\$169,800	\$14,900	9.6%
Equipment	\$79,022	\$82,000	\$91,000	\$52,000	-\$30,000	-36.6%
Total	\$2,001,229	\$2,072,907	\$2,190,946	\$2,151,946	\$109,039	3.8%

comparisons made using the Town Admin budget

Budget Statement:

The Grafton Police Department is currently staffed by a total of nineteen officers including the dedicated SRO position funded through the COPS Hiring Grant. As part of this budget, I have included the position of dedicated Traffic Safety Officer (TSO). The projected cost of adding one academy trained officer at Step 1 with a Bachelors degree, including clothing allowance, would be approximately \$52,289. The police department, strives to maintain the programs it offers to the public. We are relying on grants received through outside sources, as noted below, to provide a surplus in salary and overtime accounts which then may be utilized to fund those programs in jeopardy. Some of these include: Citizen Police Academy, DARE program for sixth grade students, National Night Out block party, liquor license compliance checks, special traffic enforcement details, R.A.D. self-defense classes, police department holiday open house, Eddy Eagle Firearm Safety Training and Operation Lifesaver Railroad Safety programs. Besides the COPS Hiring Grant to be used exclusively for the SRO position, the police department was awarded \$42,658 from the State 911 Department for the FY2016 Support and Incentive Grant. Equipment used in the dispatch center is also purchased with this grant. The police department also obtained a grant in the amount of \$10,000 from the State 911 Department to be used for training

Departmental Budgets

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Police Department					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	6.0	6.0	6.0	6.0	0.0
Professional/Technical	17.0	17.0	18.0	17.0	0.0
Total	24.0	24.0	25.0	24.0	0.0

comparisons made using the Town Admin budget

Goals:

The Grafton Police Department shall endeavor to continue its Community Policing initiatives in order to form partnerships between the police and the community with the intent on reducing crime and the fear of crime while enhancing the quality of life in the Town of Grafton. By achieving this, the Grafton Police Department shall accomplish its mission and motto in that we are Building Partnerships for a Safer Community. To attain its goal, the Grafton Police Department shall strive to complete the following objectives:

- Use a proactive approach to crime and crime-related problems which emphasize public safety and prevention first, followed by thorough reporting, professional investigation, apprehension and aggressive prosecution of offenders.
- Continue crime prevention programs to include safety tips to residents as well as sponsoring neighborhood watch meetings when asked.
- Continue our social media activities utilizing Facebook, Twitter and other forums to reach as many citizens as possible to make them aware of our crime prevention efforts.
- Continue directed radar patrols for speed enforcement in problem areas throughout the Town and provide the department's speed monitoring devices for visual speed enforcement. Increase traffic enforcement and driver safety education efforts to better manage the traffic volume created by growth. This goal would be enhanced with the hiring of a dedicated Traffic Safety Officer.
- Continue safety education programs in schools to include the Operation Lifesaver Railroad Safety lectures as well as the Eddie Eagle Gun Safety Program.
- Continue to seek alternative funding to conduct the department's modified six-week "DARE" oriented drug awareness program for Grafton's sixth grade students.
- Reestablish the Citizens Academy to give Town residents a working knowledge of the police department's personnel, policies and practices.
- Continue the department's National Night Out celebration as well as its Holiday Open House to encourage residents to meet with police personnel to exchange ideas and concerns in a friendly, non-confrontational atmosphere.

Departmental Budgets

POLICE DEPARTMENT - 210 - DETAIL

PERSONNEL Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Chief of Police salary is based on contract with other increases subject to performance evaluation.	\$ 104,427	\$ 106,486	\$ 107,551	\$ 107,551
5113 Administrative Personnel Includes salaries of Chief's assistant, 3 full time dispatchers, 3 PT dispatchers.	\$ 198,106	\$ 238,577	\$ 240,990	\$ 240,990
5114 Wages, Permanent Personnel Includes salaries for Lieutenant, 4 Sergeants, 1 Detective and 15* Officers per CBA. Also includes acting C/O pay differential of \$8000. \$51,039.00 removed from total due to funding from COPS Hiring Grant. *Includes addition of 1 full time traffic officer.	\$ 1,044,712	\$ 1,098,432	\$ 1,182,672	\$ 1,182,672
5117 Wages, Police Special Duty Utilized for full time officers, part time dispatchers and intermittent officers for special details and Town functions.	\$ 9,005	\$ 8,000	\$ 10,000	\$ 10,000
5126 Computer & Training Stipend Stipends for in-house system analyst and training coordinator per	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000
5130 Overtime Utilized for extra assignments, training and to backfill shift vacancies due to sick time, vacations, personal days and comp time.	\$ 109,194	\$ 100,000	\$ 100,000	\$ 100,000

Departmental Budgets

POLICE DEPARTMENT - 210 - DETAIL

PERSONNEL Page 2 of 2

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5140 Longevity		\$ 13,500	\$ 13,500	\$ 12,000	\$ 12,000
	Additional compensation for personnel based on CBA.				
5141 Police Holidays		\$ 50,649	\$ 57,155	\$ 65,140	\$ 65,140
	Amount based on CBA to include additional holiday for sworn and civilian personnel.				
5142 Quinn Bill-Police		\$ 174,910	\$ 179,857	\$ 172,793	\$ 172,793
	Figures based on current CBA and level of education officers have attained.				
5148 Shift Differential		\$ 20,666	\$ 21,000	\$ 24,000	\$ 24,000
	Differential for employees working night and overnight shifts per CBA.				
5151 Court Attendance		\$ 11,777	\$ 10,000	\$ 12,000	\$ 12,000
	Utilized for officers/employees appearing in court.				
5161 Detective Stipend		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Compensation for investigator based on CBA.				
PERSONNEL TOTAL		\$ 1,738,946	\$ 1,836,007	\$ 1,930,146	\$1,930,146.00

Departmental Budgets

POLICE DEPARTMENT- 210 - DETAIL

EXPENSES Page 1 of 3

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Energy cost speculative as both electricity and natural gas prices are extremely volatile.	\$ 27,666	\$ 26,000	\$ 30,000	\$ 30,000
5230 Non-Energy Utilities Utilized to pay water and sewer use fees.	\$ 515	\$ 400	\$ 500	\$ 500
5240 Repair and Maintenance Utilized for upkeep of building, grounds and equipment to include preventative maintenance of interior and exterior.	\$ 3,183	\$ 4,500	\$ 4,500	\$ 4,500
5250 Building Repair Repair services for building to include lighting, HVAC equipment, plumbing and fixtures as well as access controls, audio visual and cell block specialty equipment. Request additional \$2,000	\$ 13,220	\$ 7,000	\$ 9,000	\$ 9,000
5251 Maintenance/Contracts Includes IMC records management, CJIS, software licenses, radio maintenance, elevator, HVAC, fire alarm, copier maintenance, sprinkler contracts and yearly radar recertifications and Ferrups UPS. Request additional 1500.	\$ 22,982	\$ 23,500	\$ 25,000	\$ 25,000
5270 Rental and Leases Utilized for Xerox administrative copier lease (\$203.44 x 12	\$ 4,586	\$ 2,500	\$ 2,500	\$ 2,500
5321 Drug Task Force Annual contribution to Blackstone Valley Drug Task Force.	\$ 3,500	\$ 3,500	\$ 3,000	\$ 3,000
5330 Conference/Seminar Fees Registration and Conference fees for employee training.	\$ 4,924	\$ 5,000	\$ 5,000	\$ 5,000

Departmental Budgets

POLICE DEPARTMENT- 210 - DETAIL

EXPENSES Page 2 of 3

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5340 Communications Phone line expenses to include radio repeater, cruiser MDT connections and wireless phones and cell block phone system	\$ 17,616	\$ 18,500	\$ 18,500	\$ 18,500
5384 Physical Fitness Testing Utilized for medical and fitness exams on new and existing employees.	\$ 1,163	\$ 1,000	\$ 1,000	\$ 1,000
5420 Office Supplies Used for stationary supplies, forms, copier supplies, mailing supplies and postage.	\$ 6,500	\$ 7,000	\$ 7,000	\$ 7,000
5439 Parking Tickets Pay Kelly and Ryan for parking ticket processing of 35%.	\$ 75	\$ 300	\$ 300	\$ 300
5450 Custodial & Housekeeping Cost of supplies and products for custodial and housekeeping functions. Also, professional cleaning of cell block and cruisers when exposed to bodily fluids or other contaminants.	\$ 9,153	\$ 4,000	\$ 4,000	\$ 4,000
5480 Vehicular Supplies Includes cost of labor, parts and supplies to repair and maintain vehicle fleet. Expenses include tires, oil, filters, brakes and other equipment to repair vehicles not covered under warranty.	\$ 20,618	\$ 15,000	\$ 15,000	\$ 15,000
5581 Meals Cost of prisoner meals, event expenses and reimbursement for employee meals per CBA.	\$ 890	\$ 1,200	\$ 1,500	\$ 1,500

Departmental Budgets

POLICE DEPARTMENT- 210 - DETAIL

EXPENSES Page 3 of 3

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5582 Uniforms Cost for uniform allowance for sworn employees and uniforms for administrative personnel per CBA. Also covers replacement when applicable. Additional request for uniform expense for new officer. Cost for uniform allowance for sworn employees and uniforms for administrative personnel per CBA. Also covers replacement when applicable. Additional request for uniform	\$ 19,844	\$ 20,000	\$ 23,000	\$ 23,000
5584 Police Officers Equipment Cost for equipment including new purchase and replacement of leather goods per CBA, weapons, ammunition, and 5 BP Vests	\$ 22,707	\$ 10,000	\$ 12,000	\$ 12,000
5710 Instate Travel Expenditures for transportation, tolls, parking, meals, hotels, and other expenses incurred by staff for court, training and other special assignments. Includes employee personal vehicle use	\$ 1,748	\$ 1,500	\$ 2,000	\$ 2,000
5730 Dues and Memberships Membership in professional organizations including, MCOPA, CMCOP, CEMLEC, MTOA, IACP, NECOPA, NESPIN, MPI, BPC, Plymouth County CO, MPAC and Lexipol subscriptions	\$ 2,370	\$ 4,000	\$ 6,000	\$ 6,000
EXPENSES TOTAL	\$ 183,261	\$ 154,900	\$ 169,800	\$ 169,800

Departmental Budgets

POLICE DEPARTMENT- 210 - DETAIL

EQUIPMENT

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5881 Replacement Equipment		\$ 67,918	\$ 70,000	\$ 78,000	\$ 39,000
	Replace two marked cruisers as part of fleet management program. Both vehicles shall be 2016 or newer Ford Police Interceptor Utility Vehicles with all wheel drive.				
58810 Replacement Equipment Other		\$ 11,104	\$ 12,000	\$ 13,000	\$ 13,000
	Replace 8 desk top computers in key office locations throughout police station. Current computers will be six years old and are experiencing sporadic problems. Replace 6 portable radios with Motorola analog/digital XPR7550 radios. Current radios are 10 years old and are unsupported through manufacturer.				
EQUIPMENT TOTAL		\$ 79,022	\$ 82,000	\$91,000.00	\$52,000.00
DEPARTMENTAL TOTAL		\$ 2,001,229	\$ 2,072,907	\$2,190,946.00	\$2,151,946.00

FIRE DEPARTMENT - 220 - SUMMARY

Department Description:

The Grafton Fire Department consists of a Call Fire Chief, one Call Deputy Chief, two Call Assistant Chiefs and approximately seventy-six call firefighters and company officers. The Fire Department business office is run by one full-time Administrative Assistant and one part-time clerical employee on a day-to-day basis. The Grafton Fire Department's mission is to improve the quality of life in the Town of Grafton through Fire Protection, Emergency Services, Fire Prevention and Educational Activities.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$364,983	\$385,911	\$394,017	\$394,017	\$8,106	2.1%
Expenses	\$152,833	\$159,305	\$168,325	\$168,325	\$9,020	5.7%
Equipment	\$84,729	\$95,650	\$102,190	\$182,190	\$86,540	90.5%
Total	\$602,545	\$640,866	\$664,532	\$744,532	\$17,126	16.2%

comparisons made using the Town Admin budget

Budget Statement:

This budget is based entirely on the premise that Public Safety is a fundamental necessity of every community. The clerical wages include a 2.5% increase per directive. Though our call volume seems to be down for the 1st Quarter of FY16, we will show an increase in the Personnel line reflecting the addition of \$41,705 for Inspectional Services Hours and a 3% increase for all firefighters, which has been averaged into the Firefighter Wage calculation. To the Expense portion of the Operating Budget we have added a total of \$14,360, which reflects the substantial increase in Repairs and Maintenance of our Vehicles. To the Equipment Outlay portion of our budget we have added \$1,290 to the Replacement Equipment Account to reflect the anticipated cost increase of a few of the

PERSONNEL			FY17		
Fire Department	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.1	0.1	0.1	0.1	0.0
Clerical	1.4	1.4	1.4	1.4	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	1.5	1.5	1.5	1.5	0.0

comparisons made using the Town Admin budget

Goals:

The Fire Department's primary goal is to ensure the safety of the public and to instill confidence in our ability to do so.

Departmental Budgets

FIRE DEPARTMENT - 220 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary This is the annual salary for the Fire Chief	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
5113 Administrative Personnel This line item covers one part-time and one full-time staff member.	\$ 56,361	\$ 58,784	\$ 59,076	\$ 59,076
5123 Firefighters Wages for Chief Officers, Company Officers, Firefighters and Inspector(s).	\$ 251,550	\$ 250,338	\$ 258,098	\$ 258,098
5126 Stipend Yearly stipends for Chief Officers, Company Officers and Firefighters.	\$ 7,900	\$ 8,500	\$ 8,500	\$ 8,500
5130 Overtime We use overtime for Board of Fire Engineers meetings, staff meetings and time needed to complete projects that may come up, i.e. Grants, Dispatch Books, Emergency Response Books, Creating Fire Education Programs, etc.	\$ 1,549	\$ 3,241	\$ 3,241	\$ 3,241
5140 Longevity Pursuant to the union contract	\$ 2,005	\$ 2,066	\$ 2,120	\$ 2,120
5145 Training Training and certifications for fire fighters.	\$ 43,618	\$ 60,982	\$ 60,982	\$ 60,982
PERSONNEL TOTAL	\$ 364,983	\$ 385,911	\$394,017.00	\$394,017.00

Departmental Budgets

FIRE DEPARTMENT - 220 - DETAIL

EXPENSES Page 1 of 3

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy		\$ 27,764	\$ 30,620	\$ 30,620	\$ 30,620
	Gas and electricity for Fire Headquarters, Station 2 and Station 3.				
5230 Non-Energy Utilities		\$ 1,529	\$ 800	\$ 800	\$ 800
	Sewer usage for Station 3 and Water usage for Stations 1,2,3				
5244 Repairs and Maintenance of Equipment		\$ 22,923	\$ 23,165	\$ 26,620	\$ 26,620
	Maintenance contracts for: Air Paks, Plymovent, Compressors, Fire Programs and gas detectors; maintenance of Burn Building, radios, pagers, Dell Warranty and Licensing.				
5246 Repair and Maintenance of Vehicles		\$ 25,854	\$ 25,000	\$ 25,000	\$ 25,000
	Repairs and Preventative Maintenance for 13 vehicles				
5250 Repair and Maintenance of Buildings & Grounds		\$ 13,290	\$ 10,000	\$ 10,000	\$ 10,000
	Repairs, emergency and regular maintenance such as lighting, locks, and windows of 3 buildings on 3 properties.				
5270 Rental and Leases		\$ 58	\$ 100	\$ -	\$ -
5272 Facility User Fee		\$ -	\$ 1,000	\$ 1,000	\$ 1,000
	Cost to use Worcester and/or Auburn's burn building for Live Fire Training.				
5305 Training Instructor		\$ 4,420	\$ 11,600	\$ 11,600	\$ 11,600
	Outside training instructor/s for dept. Firefighter I/II Training and specialized training.				
5340 Communications		\$ 7,267	\$ 7,000	\$ 7,000	\$ 7,000
	Charter internet, Telephone System and Office Mgr Telephone				

Departmental Budgets

FIRE DEPARTMENT - 220 - DETAIL

EXPENSES Page 2 of 3

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5384 Physicals Cost of Firefighter pre-placement physicals at approximately \$500 each.	\$ 2,360	\$ 2,500	\$ 2,500	\$ 2,500
5420 Office Supplies Cost of supplies for HQ, Chiefs' Offices, classroom and stations 2 and 3.	\$ 1,711	\$ 1,800	\$ 1,800	\$ 1,800
5450 Custodial/Housekeeping Supplies Supplies for cleaning of three stations. Cleaning supplies for trucks, gear, SCBA	\$ 2,969	\$ 2,000	\$ 2,000	\$ 2,000
5480 Vehicular Supplies Oil, antifreeze, in-house repairs and maintenance, tires, batteries for 13 vehicles	\$ 19,794	\$ 15,220	\$ 16,750	\$ 16,750
5492 Food Food for large fires/incidents, training sessions and mutual aid.	\$ 480	\$ 500	\$ 500	\$ 500
5580 Other Supplies Fire Education supplies, Code Books, pager and portable batteries, film/investigation supplies, batteries for thermal imagers. Defib supplies and AED Batteries	\$ 4,976	\$ 8,000	\$ 11,800	\$ 11,800
5585 Personal Supplies Mannequin supplies, helmets, boots, gloves, hoods, goggles, shields	\$ 8,137	\$ 8,500	\$ 8,580	\$ 8,580
5586 Firefighting Equipment Pike poles, hose, nozzles, shovels, axes, speedidry, foam (foam	\$ 5,545	\$ 7,500	\$ 7,500	\$ 7,500

Departmental Budgets

FIRE DEPARTMENT - 220 - DETAIL

EXPENSES Page 3 of 3

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5710 Instate Travel District Meetings, educational seminars, etc.	\$ -	\$ 500	\$ 500	\$ 500
5730 Dues & Membership NE Assoc of Fire Chiefs, NFPA, District 7, SWC Radio Network, Mass Call/Volunteer FF Assoc, NFPA Subscription Servs., MA Fire Chiefs Assoc.	\$ 3,756	\$ 3,500	\$ 3,755	\$ 3,755
EXPENSES TOTAL	\$ 152,833	\$ 159,305	\$168,325.00	\$168,325.00

FIRE DEPARTMENT - 220 - DETAIL

NEW EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment 5 UHF radios for trucks @ \$1,100 ea., Five gas Multi-Gas Detector- 1@\$2,500 ea.	\$ 8,000	\$ 8,000	\$ 8,540	\$ 8,540
5881 Replacement Equipment Yearly revolving replacement program	\$ 76,729	\$ 87,650	\$ 93,650	\$ 173,650
NEW EQUIPMENT TOTAL	\$ 84,729	\$ 95,650	\$102,190.00	\$182,190.00
DEPARTMENTAL TOTAL	\$ 602,545	\$ 640,866	\$664,532.00	\$744,532.00

INSPECTOR OF BUILDINGS - 241 - SUMMARY

Department Description:

The Building Department is responsible for administering and enforcing the provisions of federal, state and local building and zoning laws and rules, regulations and programs. The department approves and processes permits for building, electric, gas, plumbing and mechanical work. We also make determinations on zoning and sign requests and coordinate inspections with all town public buildings.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$157,926	\$165,353	\$170,209	\$170,209	\$4,856	2.9%
Expenses	\$2,205	\$2,760	\$5,360	\$5,360	\$2,600	94.2%
Total	\$160,131	\$168,113	\$175,569	\$175,569	\$7,456	4.4%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 Budget request for the Inspector of Buildings provides additional funding for conference as compared to FY16, and modest performance increases for employees within the Department.

PERSONNEL			FY17		
Inspector of Buildings	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	1.0	1.0	1.0	1.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

comparisons made using the Town Admin budget

Goals:

It is our goal to continue to develop and appropriate a fee structure that enables the department to be self funded. Ideally, the fees charged should equal operating expenses. Fluctuations and the inability to forecast construction trends can be difficult, but at the present time, we have struck a good balance with our fee schedule. We have made significant strides to accelerate our permit approval turnaround and are now looking to upgrade our permitting program to include other departments and have the ability to be on-line.

Departmental Budgets

INSPECTOR OF BUILDINGS - 241 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 64,804	\$ 67,073	\$68,414.00	\$68,414.00
	This pays for full-time Inspector of Buildings				
5113 Administrative Personnel		\$ 36,962	\$ 39,065	\$41,010.00	\$41,010.00
	This pays for a full-time Secretary/Bookkeeper, based on the existing CBA				
5128 Local Inspector		\$ 46,670	\$ 48,215	\$49,785.00	\$49,785.00
	This pays for a full-time Assistant Local Inspector				
5130 Overtime		\$ 1,490	\$ 3,000	\$3,000.00	\$3,000.00
	This pays overtime as needed				
5143 Automobile Allowance		\$ 4,000	\$ 4,000	\$4,000.00	\$4,000.00
	Vehicle stipend for personal vehicle use for inspections				
5152 Local Inspector Auto		\$ 4,000	\$ 4,000	\$4,000.00	\$4,000.00
	Vehicle stipend for personal vehicle use for inspections.				
PERSONNEL TOTAL		\$ 157,926	\$ 165,353	\$170,209.00	\$170,209.00

Departmental Budgets

INSPECTOR OF BUILDINGS - 241 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees		\$ 210	\$ 400	\$2,000.00	\$2,000.00
	Grafton has joined the International Code Council and would like to participate in the public comment hearings. This year's meeting				
5340 Communications		\$ 690	\$ 750	\$750.00	\$750.00
	This pays a portion of cell phone bills for Building Inspector and Local Inspector.				
5420 Office Supplies		\$ 762	\$ 1,000	\$2,000.00	\$2,000.00
	Stock paper, labels, envelopes, cards, binders, ledger notebooks				
5730 Dues and Memberships		\$ 543	\$ 610	\$610.00	\$610.00
	Pays for memberships in the ICC, NFPA, IBC, IEBC, IECC and others. Provides for all necessary Building Edition Books and amendments.				
EXPENSES TOTAL		\$ 2,205	\$ 2,760	\$ 5,360	\$ 5,360
DEPARTMENTAL TOTAL		\$ 160,131	\$ 168,113	\$175,569.00	\$175,569.00

GAS INSPECTOR - 242 - SUMMARY

Department Description:

The Gas Inspector is responsible for administering and enforcing the provisions and rules of existing Massachusetts gas codes. On an as-needed basis, the inspector is available to do inspections in a timely manner.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$9,015	\$12,850	\$12,850	\$12,850	\$0	0.0%
Expenses	\$1,368	\$1,620	\$1,770	\$1,770	\$150	9.3%
Total	\$10,383	\$14,470	\$14,620	\$14,620	\$150	1.0%

comparisons made using the Town Admin budget

Budget Statement:

The expense budget requested is level in comparison to FY16.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Gas Inspector					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.3	0.3	0.3	0.3	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

The gas inspector will continue to work with administrative staff to ensure that the wait time from inspection request to actual inspection continues to improve. This continual staff goal ensures more efficient construction performance. The above is especially imperative in regards to keeping our town projects moving in a positive direction.

Departmental Budgets

GAS INSPECTOR - 242 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 8,715	\$ 12,000	\$12,000.00	\$12,000.00
	This pays is for part-time Gas Inspector				
5119 Assistant Inspector		\$ 300	\$ 850	\$850.00	\$850.00
	This pays for a part-time Assistant Gas Inspector				
PERSONNEL TOTAL		\$ 9,015	\$ 12,850	\$12,850.00	\$12,850.00

GAS INSPECTOR - 242 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees		\$ -	\$ 420	\$420.00	\$420.00
	This line covers education classes and certifications necessary to keep our inspectors current in all facets.				
5710 Instate Travel		\$ 1,368	\$ 1,100	\$1,250.00	\$1,250.00
	This pays \$.565 per mile for inspection mileage				
5730 Dues and Memberships		\$ -	\$ 100	\$100.00	\$100.00
	This money is allotted for yearly dues in the IAPMO				
EXPENSES TOTAL		\$ 1,368	\$ 1,620	\$1,770.00	\$1,770.00
DEPARTMENTAL TOTAL		\$ 10,383	\$ 14,470	\$14,620.00	\$14,620.00

PLUMBING INSPECTOR - 243 - SUMMARY

Department Description:

The Plumbing Inspector is responsible for administering and enforcing the provisions of the Massachusetts plumbing codes. As an as needed-hourly employee, the Plumbing Inspector receives inspection requests on a daily basis and works with administrative staff to keep inspection processes fluid.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$8,843	\$14,478	\$14,478	\$14,478	\$0	0.0%
Expenses	\$1,714	\$1,800	\$1,800	\$1,800	\$0	0.0%
Total	\$10,556	\$16,278	\$16,278	\$16,278	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget request is level.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Plumbing Inspector					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.3	0.3	0.3	0.3	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

The department goal is to maintain steady improvement in our time processes between inspection request and ultimate inspection. Quicker inspections mean less downtime for the contractors and more efficient and cost-sensitive conclusions to current jobs. Especially important in our improved procedures are our attention to town jobs, which will ultimately save our town and taxpayers money moving forward.

Departmental Budgets

PLUMBING INSPECTOR - 243 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 8,603	\$ 13,198	\$13,198.00	\$13,198.00
	This pays is for part-time Plumbing Inspector				
5119 Assistant Inspector of Plumbing		\$ 240	\$ 1,280	\$1,280.00	\$1,280.00
PERSONNEL TOTAL		\$ 8,843	\$ 14,478	\$14,478.00	\$14,478.00

PLUMBING INSPECTOR - 243 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees		\$ 415	\$ 400	\$400.00	\$400.00
	This line covers education classes and certifications necessary to keep our inspectors current in all facets.				
5400 Supplies		\$ -	\$ 100	\$100.00	\$100.00
	This pays for all Office Supplies for this position				
5710 Instate Travel		\$ 1,299	\$ 1,200	\$1,200.00	\$1,200.00
	This pays \$.575 per mile for inspection mileage				
5730 Dues and Memberships		\$ -	\$ 100	\$100.00	\$100.00
	This money is allotted for yearly dues in the IAPMO				
EXPENSES TOTAL		\$ 1,714	\$ 1,800	\$1,800.00	\$1,800.00
DEPARTMENTAL TOTAL		\$ 10,556	\$ 16,278	\$16,278.00	\$16,278.00

SEALER OF WEIGHTS - 244 - SUMMARY

Department Description:

The Sealer of Weights is responsible for inspecting and verifying all weighing or measuring devices for the purpose of buying or selling goods, wares or merchandise, for public weighing or for hire or reward, doing business or having places of business in Grafton.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$7,555	\$7,697	\$7,697	\$7,697	\$0	0.0%
Expenses	\$327	\$450	\$450	\$450	\$0	0.0%
Total	\$7,882	\$8,147	\$8,147	\$8,147	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 budget request is flat.

PERSONNEL			FY17		
Sealer of Weights	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.3	0.3	0.3	0.3	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

To ensure the accuracy of weights and measures throughout the town.

Departmental Budgets

SEALER OF WEIGHTS - 244 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 7,105	\$ 7,247	\$7,247.00	\$7,247.00
	This pays for the part-time Sealer of Weights and Measures. It includes a 1.5% increase.				
5143 Automobile Allowance		\$ 450	\$ 450	\$450.00	\$450.00
	This pays for the Sealer's use of his personal vehicle				
PERSONNEL TOTAL		\$ 7,555	\$ 7,697	\$7,697.00	\$7,697.00

SEALER OF WEIGHTS - 244 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5400 Supplies		\$ 282	\$ 375	\$375.00	\$375.00
	Purchase of Official Seals				
5730 Dues and Memberships		\$ 45	\$ 75	\$75.00	\$75.00
EXPENSES TOTAL		\$ 327	\$ 450	\$450.00	\$450.00
DEPARTMENTAL TOTAL		\$ 7,882	\$ 8,147	\$8,147.00	\$8,147.00

WIRING INSPECTOR - 245 - SUMMARY

Department Description:

The Wiring Inspector is responsible for administering and enforcing the provisions of existing Massachusetts electrical codes. Each day, inspections are emailed out by the administrative staff and the electrical inspectors email back results in a timely manner, which are then recorded in the database.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$14,175	\$16,741	\$16,741	\$16,741	\$0	0.0%
Expenses	\$1,959	\$2,800	\$2,800	\$2,800	\$0	0.0%
Total	\$16,134	\$19,541	\$19,541	\$19,541	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget request is flat.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Wiring Inspector					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.3	0.3	0.3	0.3	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

The department goal is to maintain steady improvement in our time processes between inspection request and ultimate inspection. Quicker inspections mean less downtime for the contractors and more efficient and cost-sensitive conclusions to current jobs. Especially important in our improved procedures are our attention to town jobs, which will ultimately save our town and taxpayers money moving forward.

Departmental Budgets

WIRING INSPECTOR - 245 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 13,065	\$ 15,914	\$15,914.00	\$15,914.00
	This pays is for part-time Wiring Inspector				
5119 Assistant Inspector		\$ 1,110	\$ 827	\$827.00	\$827.00
	This pays for a part-time Assistant Inspector of Wires				
PERSONNEL TOTAL		\$ 14,175	\$ 16,741	\$16,741.00	\$16,741.00

WIRING INSPECTOR - 245 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees		\$ -	\$ 400	\$400.00	\$400.00
	This line covers education classes and certifications necessary to keep our inspectors current in all facets.				
5400 Supplies		\$ 156	\$ 300	\$300.00	\$300.00
	Pens, Notepads, Folders				
5710 Instate Travel		\$ 1,803	\$ 2,000	\$2,000.00	\$2,000.00
	This pays \$.575 per mile for inspection mileage				
5730 Dues and Memberships		\$ -	\$ 100	\$100.00	\$100.00
	This money is allotted for yearly dues in the IAPMO.				
EXPENSES TOTAL		\$ 1,959	\$ 2,800	\$2,800.00	\$2,800.00
DEPARTMENTAL TOTAL		\$ 16,134	\$ 19,541	\$19,541.00	\$19,541.00

EMERGENCY MANAGEMENT - 291 - SUMMARY

Department Description:

The Grafton Emergency Management Agency (GEMA) is responsible for the coordination of emergency communications and activities between Town and State and other authorities during emergency situations. GEMA is also responsible for running the Town's emergency shelter as needed.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$1,400	\$1,400	\$3,600	\$1,400	\$0	0.0%
Expenses	\$5,992	\$12,100	\$7,850	\$7,850	-\$4,250	-35.1%
Equipment	\$6,000	\$6,000	\$0	\$0	-\$6,000	100.0%
Total	\$7,392	\$19,500	\$11,450	\$9,250	-\$10,250	-52.6%

comparisons made using the Town Admin budget

Budget Statement:

\$6,000 in equipment has been removed as it was used to purchase radio and communications equipment for the new mobile command post.

PERSONNEL			FY17		
Emergency Management	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.1	0.1	0.1	0.1	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.1	0.1	0.1	0.1	0.0

comparisons made using the Town Admin budget

Goals:

To continue to support emergency response activities and the needs of residents in emergency situations.

Departmental Budgets

EMERGENCY MANAGEMENT - 291 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5126 Stipend Stipend for the Emergency Management Director	\$ 1,400	\$ 1,400	\$ 3,600.00	\$ 1,400.00
PERSONNEL TOTAL	\$ 1,400	\$ 1,400	\$ 3,600.00	\$ 1,400.00

EMERGENCY MANAGEMENT - 291 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5145 Training Training of the CERT Team	\$ 1,410	\$ 6,000	\$ 3,000.00	\$ 3,000.00
5253 Office Expense Notepads, Pens, folders	\$ 934	\$ 450	\$ 450.00	\$ 450.00
5340 Communications Verizon Wireless	\$ -	\$ -	\$ 950.00	\$ 950.00
5400 Supplies Supplies for the Town Emergency Shelter and emergency management activities	\$ 2,364	\$ 2,650	\$ 1,000.00	\$ 1,000.00
5482 Shelter Expense Costs associated with operating the Town shelter	\$ 1,284	\$ 750	\$ 750.00	\$ 750.00
5483 Exercise Expense This line items funds the costs associated with emergency preparedness exercises.	\$ -	\$ 2,250	\$ 1,700.00	\$ 1,700.00
EXPENSES TOTAL	\$ 5,992	\$ 12,100	\$ 7,850	\$ 7,850

Departmental Budgets

EMERGENCY MANAGEMENT - 291 - DETAIL

NEW EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment	\$ 6,000	\$ 6,000	\$ -	\$ -
Radio and communications equipment for mobile command post				
NEW EQUIPMENT TOTAL	\$ 6,000	\$ 6,000	\$0.00	\$0.00
DEPARTMENTAL TOTAL	\$ 13,392	\$ 19,500	\$11,450.00	\$9,250.00

Departmental Budgets

ANIMAL CONTROL - 292 - SUMMARY

Department Description:

The Animal Control Officer enforces the provisions of Article 16 of the Grafton By-Law. The Officer investigates complaints of alleged violations of this By-Law and apprehends any dog found to be a public nuisance and impound such dog in a suitable place or order the owner or keeper thereof to restrain it.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$6,803	\$7,075	\$7,217	\$7,217	\$142	2.0%
Expenses	\$0	\$200	\$200	\$200	\$0	0.0%
Total	\$6,803	\$7,275	\$7,417	\$7,417	\$142	2.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget is slightly decreased to account for usage trends.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Animal Control					
Managerial	0.1	0.1	0.1	0.1	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.1	0.1	0.1	0.1	0.0

comparisons made using the Town Admin budget

Goals:

To assist the residents of Grafton resolving disputes involving dogs.

Departmental Budgets

ANIMAL CONTROL - 292 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head This pays is for part-time Animal Control Officer	\$ 6,803	\$ 7,075	\$7,217.00	\$7,217.00
PERSONNEL TOTAL	\$ 6,803	\$ 7,075	\$7,217.00	\$7,217.00

ANIMAL CONTROL - 292 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Reimbursement for energy cost in use of kennel at Officer's home	\$ -	\$ 50	\$50.00	\$50.00
5340 Communications Reimbursement for the Officer's home phone and cell phone for Town business	\$ -	\$ -	\$0.00	\$0.00
5420 Office Supplies Paper, files, folders, pens	\$ -	\$ -	\$0.00	\$0.00
5482 Shelter Expense Reimbursement for supplies and food for animals held in shelter at the Officer's kennel	\$ -	\$ 150	\$150.00	\$150.00
EXPENSES TOTAL	\$ -	\$ 200	\$200.00	\$200.00
DEPARTMENTAL TOTAL	\$ 6,803	\$ 7,275	\$7,417.00	\$7,417.00

Departmental Budgets

ANIMAL INSPECTOR - 296 - SUMMARY

Department Description:

The animal inspector is responsible for the annual census of all livestock within the Town and handling other complaints related thereto.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
Expenses	\$0	\$0	\$0	\$0	\$0	0.0%
Total	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget requests continuing a flat stipend for the Animal Inspector in consideration of the workload, as required by the Commonwealth.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Animal Inspector					
Managerial	0.3	0.3	0.3	0.3	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.3	0.3	0.3	0.3	0.0

comparisons made using the Town Admin budget

Goals:

To continue to accurately record and document animal records for the Town of Grafton.

Departmental Budgets

ANIMAL INSPECTOR - 296 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 1,100	\$ 1,100	\$1,100.00	\$1,100.00
	This pays is for part-time Animal Inspector				
5143 Automobile Allowance		\$ 400	\$ 400	\$400.00	\$400.00
	This pays for the Inspector's use of his personal vehicle				
PERSONNEL TOTAL		\$ 1,500	\$ 1,500	\$1,500.00	\$1,500.00
DEPARTMENTAL TOTAL		\$ 1,500	\$ 1,500	\$1,500.00	\$1,500.00

ENGINEERING - 410 - SUMMARY

Department Description:

The Engineering Department provides the Town of Grafton with high level professional engineering and continues to lend support services to Town departments, boards, and committees, as well as contractors, utility companies, and the general public. The engineer is responsible for the duties of Title V oversight for the Board of Health in an effort to streamline permit/inspection requests with inhouse staff. The Department is responsible for the adjudication, planning, engineering design, cost estimating, permitting, bid preparation, and construction oversight of Town rights of way, sidewalks, and drainage projects in need of address.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$69,326	\$73,139	\$74,648	\$74,648	\$1,509	2.1%
Expenses	\$54,668	\$54,600	\$54,000	\$54,000	-\$600	-1.1%
Total	\$123,994	\$127,739	\$128,648	\$128,648	\$909	0.7%

comparisons made using the Town Admin budget

Budget Statement:

This budget represents essentially level funding to maintain service to the community.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Engineering					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	0.0	0.0	1.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	1.0	1.0	2.0	1.0	0.0

comparisons made using the Town Admin budget

Goals:

Establish a new 5-year roadway improvement program to continue to improve the Town's roadway infrastructure utilizing the override monies combined with Chapter 90 and other Town funds. Increase communication with the public in regards to the roadway improvement program being implemented.

Departmental Budgets

ENGINEERING - 410 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112	Department Head Salary	\$ 69,326	\$ 73,139	\$74,648.00	\$74,648.00
	Salary for the Department Head.				
5114	Wages, Permanent Personnel	\$ -	\$ -	\$0.00	\$0.00
PERSONNEL TOTAL		\$ 69,326	\$ 73,139	\$74,648.00	\$74,648.00

Departmental Budgets

ENGINEERING - 410 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical		\$ 53,159	\$ 50,000	\$50,000.00	\$50,000.00
	Consultant service for engineering, design, survey and construction oversight services for various projects that cannot be completed by the staff engineer. \$40,000 for sidewalk design engineering services and maintaining NPDES program; and \$10,000 for misc. issues that arise.				
5330 Conference/Seminar Fees		\$ 345	\$ 1,500	\$2,000.00	\$2,000.00
	PE Exam Prep - \$1500				
	Other Continuing Education - \$500				
5340 Communications		\$ 864	\$ 1,200	\$1,200.00	\$1,200.00
	Engineer cell phone (1 @\$1,000/yr) as well as all advertising for projects in newspapers, the Central Register, etc.				
5580 Other Supplies		\$ 250	\$ 1,500	\$500.00	\$500.00
	Miscellaneous supplies for computer software/equipment and office supplies.				
5710 Instate Travel		\$ -	\$ 150	\$150.00	\$150.00
	Expenditures for transportation, meals, hotels, and other travel expenses incurred by staff				
5730 Dues and Memberships		\$ 50	\$ 250	\$150.00	\$150.00
	Dues for membership fees and maintaining professional licenses/certifications				
EXPENSES TOTAL		\$ 54,668	\$ 54,600	\$ 54,000	\$ 54,000
DEPARTMENTAL TOTAL		\$ 123,994	\$ 127,739	\$128,648.00	\$128,648.00

Departmental Budgets

HIGHWAY - 420 - SUMMARY

Department Description:

The Highway Department is responsible for the maintenance of approximately 100 miles of Town roads, sidewalks, storm drainage systems, public shade trees, road signage, fleet maintenance, permitting and snow and ice operations. The Highway Department also responds to other emergency and non-emergency situations as needed.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$593,629	\$700,890	\$683,154	\$683,154	-\$17,736	-2.5%
Expenses	\$371,580	\$450,000	\$466,900	\$466,900	\$16,900	3.8%
Total	\$965,209	\$1,150,890	\$1,150,054	\$1,150,054	-\$836	-0.1%

comparisons made using the Town Admin budget

Budget Statement:

Personnel costs have decreased as positions have been filled at less cost than previously expected.

PERSONNEL			FY17		
Highway	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	10.5	10.5	11.5	11.5	1.0
Total	12.5	12.5	13.5	13.5	1.0

comparisons made using the Town Admin budget

Goals:

Continue to properly maintain and improve the Town's assets within the public right of way.

Departmental Budgets

HIGHWAY - 420 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 77,771	\$ 81,660	\$83,702.00	\$83,702.00
	Salary for Superintendent of Streets				
5113 Administrative Personnel		\$ 38,329	\$ 40,213	\$42,163.00	\$42,163.00
	Salaries for one full time office manager.				
5114 Permanent Personnel		\$ 463,947	\$ 559,017	\$537,289.00	\$537,289.00
	Salaries for eight heavy truck drivers/equipment operators, one light truck driver/ laborer, two full time mechanic				
5116 Seasonal Personnel		\$ -	\$ 2,000	\$2,000.00	\$2,000.00
	Salaries for emergency non-snow hires				
5130 Overtime		\$ 13,583	\$ 18,000	\$18,000.00	\$18,000.00
	Salaries for after-hour police calls, tree emergencies, hazards due to non-snow weather conditions and the operation of the brush dump on Saturdays				
PERSONNEL TOTAL		\$ 593,629	\$ 700,890	\$ 683,154	\$ 683,154

Departmental Budgets

HIGHWAY - 420 - DETAIL

EXPENSES Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Electric bills and natural gas	\$ 19,715	\$ 18,800	\$19,500.00	\$19,500.00
5230 Non-Energy Utilities Sewer and water bills	\$ -	\$ 300	\$300.00	\$300.00
5240 Repair and Maintenance Repairs to the Highway Garage, town-owned traffic signals and other maintenance items	\$ 14,171	\$ 10,000	\$10,000.00	\$10,000.00
5270 Rentals and Leases Uniform Rentals	\$ 4,320	\$ 6,000	\$6,000.00	\$6,000.00
5300 Professional and Technical CDLs, Hoisting Licenses, DOT Physicals and any technical service (i.e. Engineering) Drug Testing, Police Details	\$ 8,367	\$ 7,000	\$8,500.00	\$8,500.00
5330 Conference/Seminar Fees Pays for conferences that the Department Head may attend, Training for Hoisting Licence Credits	\$ 480	\$ 2,000	\$2,000.00	\$2,000.00
5340 Communications Landlines, Cell phones	\$ 5,143	\$ 8,300	\$8,000.00	\$8,000.00
5380 Public Works Services Chip Sealing, Line Painting, Crack Sealing and Paving, Vac service for Storm Water Management (new service)	\$ 107,319	\$ 180,000	\$190,000.00	\$190,000.00
5381 Tree Trimming and Removal Trimming of public shade trees and the removal of public trees that have become a hazard	\$ 69,015	\$ 63,000	\$63,000.00	\$63,000.00

Departmental Budgets

HIGHWAY - 420 - DETAIL

EXPENSES Page 2 of 2

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5420 Office Supplies		\$ 1,008	\$ 1,200	\$1,200.00	\$1,200.00
	General office supplies				
5460 Grounds Keeping Supplies		\$ 6,684	\$ 4,000	\$4,000.00	\$4,000.00
	Seed, loam, mulch, weed-wackers and chainsaws				
5480 Vehicular Supplies		\$ 77,109	\$ 85,000	\$85,000.00	\$85,000.00
	Parts, tires and fluids for the DPW fleet. The fleet is aging and				
5530 Public Works Supplies		\$ 22,927	\$ 20,000	\$25,000.00	\$25,000.00
	Asphalt, Gravel, Sand, Cold Patch, castings and brick for repairs done by our crews				
5550 Sign Materials		\$ 8,031	\$ 10,000	\$10,000.00	\$10,000.00
	Sign materials to make in-house signs and to purchase signs too big to fabricate in-house. Includes funds for additional way-finding				
5580 Other Supplies		\$ 26,199	\$ 30,000	\$30,000.00	\$30,000.00
	Hardware, tools, paint, etc. Purchase a line-painting machine at				
5585 Personal Supplies		\$ 820	\$ 4,000	\$4,000.00	\$4,000.00
	Boots, raingear, safety gear				
5710 Instate Travel		\$ 67	\$ 100	\$100.00	\$100.00
	Travel to training and seminars				
5730 Dues and Memberships		\$ 205	\$ 300	\$300.00	\$300.00
	Mass Highway Association, Worcester County Highway Association, Mass Tree Wardens Association, Arbor Day Foundation				
EXPENSES TOTAL		\$ 371,580	\$ 450,000	\$466,900.00	\$466,900.00
DEPARTMENTAL TOTAL		\$ 965,209	\$ 1,150,890	\$1,150,054.00	\$1,150,054.00

SANITATION - 421 - SUMMARY

Department Description:

The Sanitation Department provides solid waste and recycling collection services to Town residents. Curbside collection of solid waste and recycling is provided to all residential dwellings containing four or fewer units. The Town utilizes single stream recycling and a pay-as-you-through system for solid waste collection with services provided through a private hauler. Town employees are utilized to staff the brush collection area and recycling collection area on Saturdays.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$11,660	\$15,696	\$16,010	\$16,010	\$314	2.0%
Expenses	\$869,831	\$928,000	\$908,000	\$908,000	-\$20,000	-2.2%
Total	\$881,490	\$943,696	\$924,010	\$924,010	-\$19,686	-2.1%

comparisons made using the Town Admin budget

Budget Statement:

This budget has been increased to pay for the removal of debris from cleaning catch basins.

PERSONNEL			FY17		CHANGE
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	
Sanitation					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.6	0.6	0.6	0.6	0.0
Total	0.6	0.6	0.6	0.6	0.0

comparisons made using the Town Admin budget

Goals:

Continue to offset the total cost of providing sanitation services by increasing recycling rates, reducing solid waste disposal, and generating revenues through a fee for service model by selling pay-as-you-throw bags. Further reduce recyclables from the solid waste stream at Town and School facilities. Continue to provide special recycling collections for residents and increase the variety of materials that are collected at little or no fee to residents.

Departmental Budgets

SANITATION - 421 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5116 Wages Seasonal/Permanent		\$ 11,660	\$ 15,696	\$16,010.00	\$16,010.00
This covers the personnel expenses for the operation of the recycling drop and brush dump					
PERSONNEL TOTAL		\$ 11,660	\$ 15,696	\$16,010.00	\$16,010.00

SANITATION - 421 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5290 Refuse and Recycle Pickup		\$ 546,094	\$ 590,000	\$ 554,000	\$ 554,000
This line covers the contractual amount paid to the Town's hauler for trash and recycling collections					
5291 Tipping Fee (Wheelabrator)		\$ 234,307	\$ 230,000	\$ 220,000	\$ 220,000
This line covers the contractual charge for each ton of solid waste taken to the incinerator					
5292 Landfill		\$ 15,460	\$ 19,000	\$ 19,000	\$ 19,000
Monitoring existing Town closed landfills at Crosby & Milford					
5293 Catch Basins/Disposals		\$ -	\$ 5,000	\$ 20,000	\$ 20,000
This covers the costs of cleaning catch basins for compliance with NPDES					
5294 Special Collections		\$ 2,479	\$ 5,000	\$ 5,000	\$ 5,000
This covers the cost associated for the disposal of special and hazardous materials collected by the Town					
5300 Professional and Technical		\$ 71,490	\$ 79,000	\$ 90,000	\$ 90,000
This covers the cost of manufacturing PAYT bags					
EXPENSES TOTAL		\$ 869,831	\$ 928,000	\$908,000.00	\$908,000.00
DEPARTMENTAL TOTAL		\$ 881,490	\$ 943,696	\$924,010.00	\$924,010.00

SNOW & ICE CONTROL - 423 - SUMMARY

Department Description:

The Snow and Ice Control Department contains the funds that the Town utilizes to maintain roadways during winter weather events. The Highway Department is responsible for this funding and the maintenance of approximately 100 miles of Town roads and sidewalks.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$117,375	\$38,000	\$38,000	\$38,000	\$0	0.0%
Expenses	\$410,495	\$112,000	\$112,000	\$112,000	\$0	0.0%
Total	\$527,870	\$150,000	\$150,000	\$150,000	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

The FY17 funding request is level in comparison to FY16.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Snow & Ice					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To help ensure the public safety, well being, and quality of life of Grafton by diligently maintaining Town-owned roadways during winter weather events.

Departmental Budgets

SNOW & ICE CONTROL - 423 - DETAIL

PERSONNEL					
Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5116	Seasonal Personnel Salaries for snow hires	\$ -	\$ 8,000	\$8,000.00	\$8,000.00
5130	Overtime Snow Overtime for full time personnel	\$ 117,375	\$ 30,000	\$30,000.00	\$30,000.00
PERSONNEL TOTAL		\$ 117,375	\$ 38,000	\$38,000.00	\$38,000.00

SNOW & ICE CONTROL - 423 - DETAIL

EXPENSES					
Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5295	Contracted Snow Plow Drivers	\$ 177,620	\$ 33,000	\$33,000.00	\$33,000.00
5382	Other Purchased Services Weather Service	\$ 1,195	\$ 1,000	\$1,000.00	\$1,000.00
5480	Vehicular Supplies Supplies related to snow operations	\$ 38,594	\$ 2,000	\$2,000.00	\$2,000.00
5530	Public Works Supplies Salt and Liquid Calcium	\$ 187,337	\$ 71,000	\$71,000.00	\$71,000.00
5580	Other Supplies Hardware, meals	\$ 5,748	\$ 5,000	\$5,000.00	\$5,000.00
EXPENSES TOTAL		\$ 410,495	\$ 112,000	\$112,000.00	\$112,000.00
DEPARTMENTAL TOTAL		\$ 527,870	\$ 150,000	\$150,000.00	\$150,000.00

Departmental Budgets

STREET LIGHTING - 424 - SUMMARY

Department Description:

This budgetary department contains the funding for the utility costs and repairs for Town-owned street lights.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$63,000	\$63,000	\$65,000	\$65,000	\$2,000	3.2%
Total	\$63,000	\$63,000	\$65,000	\$65,000	\$2,000	3.2%

comparisons made using the Town Admin budget

Budget Statement:

This budget has been increased back to the prior budget of \$65,000.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Street Lighting					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To provide common lighting for safety and quality of life enhancement for residents throughout the Town.

Departmental Budgets

STREET LIGHTING - 424 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy		\$ 58,083	\$ 60,000	\$ 60,000	\$ 60,000
	Covers the electric usage costs for Town-owned street lamps				
5580 Other Supplies		\$ 4,917	\$ 3,000	\$ 5,000	\$ 5,000
	To cover repair costs and electrical supplies of street lights				
EXPENSES TOTAL		\$ 63,000	\$ 63,000	\$65,000.00	\$65,000.00
DEPARTMENTAL TOTAL		\$ 63,000	\$ 63,000	\$65,000.00	\$65,000.00

CEMETERY AND PARKS - 491 - SUMMARY

Department Description:

The Cemetery and Parks Department maintains all the Town's parks and cemeteries. During storm events the department assists the Highway Department as needed in maintaining roadways and other Town infrastructure.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$202,237	\$219,975	\$224,824	\$224,824	\$4,849	2.2%
Expenses	\$69,823	\$74,850	\$76,250	\$76,250	\$1,400	1.9%
Total	\$272,061	\$294,825	\$301,074	\$301,074	\$6,249	2.1%

comparisons made using the Town Admin budget

Budget Statement:

Budget adjustments were made to provide for performance increases for staff.

PERSONNEL			FY17		
Cemetery and Parks	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	4.2	4.2	4.2	4.2	0.0
Total	5.2	5.2	5.2	5.2	0.0

comparisons made using the Town Admin budget

Goals:

Continue to maintain and improve the quality of life of Town residents by improving the cemetery and parks grounds.

Departmental Budgets

CEMETERY AND PARKS - 491 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head		\$ 62,475	\$ 64,360	\$65,717.00	\$65,717.00
	Salary for Superintendent.				
5114 Permanent Personnel		\$ 84,761	\$ 86,537	\$88,490.00	\$88,490.00
	Salaries two full time Light Truck Drivers/Laborers				
5116 Wages Seasonal Personnel		\$ 47,381	\$ 61,578	\$63,117.00	\$63,117.00
	Salaries for three part time (25hrs per week) groundskeepers from April to November and two 40 hour per week laborers from May to August				
5130 Overtime		\$ 7,620	\$ 7,500	\$7,500.00	\$7,500.00
	Salaries for after-hour emergencies and Saturday Funerals				
PERSONNEL TOTAL		\$ 202,237	\$ 219,975	\$ 224,824	\$ 224,824

Departmental Budgets

CEMETERY AND PARKS - 491 - DETAIL

EXPENSES Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Electric bills and natural gas	\$ 1,220	\$ 2,000	\$2,000.00	\$2,000.00
5230 Non-Energy Utilities Sewer and water bills	\$ 2,855	\$ 3,000	\$3,000.00	\$3,000.00
5240 Repair and Maintenance Parts for repairs to vehicles and equipment performed by DPW mechanics or at a private facility.	\$ 16,476	\$ 14,000	\$14,000.00	\$14,000.00
5270 Rentals and Leases Uniform Rentals	\$ 1,200	\$ 1,000	\$6,000.00	\$6,000.00
5330 Conference/Seminar Fees	\$ 280	\$ 450	\$450.00	\$450.00
5382 Other Purchased Services CDLs, Hoisting Licenses, DOT Physicals, Surveying Services	\$ 2,329	\$ 1,500	\$1,500.00	\$1,500.00
5340 Communications Alarm system, two landlines, and cell phones for Staff and internet service for the Cemetery Garage	\$ 1,768	\$ 2,500	\$2,000.00	\$2,000.00
5386 Tree Maintenance Trimming of public shade trees and the removal of public trees at parks, monuments, cemeteries and on the Common	\$ 3,585	\$ 10,000	\$7,000.00	\$7,000.00
5460 Grounds Keeping Supplies Fertilizers, Seed, loam, Mulch, weed-wackers and chainsaws	\$ 24,373	\$ 25,000	\$25,000.00	\$25,000.00
5480 Vehicular Supplies Parts, Tires and Fluids for the trucks	\$ 7,358	\$ 7,000	\$7,000.00	\$7,000.00

Departmental Budgets

CEMETERY AND PARKS - 491 - DETAIL

EXPENSES Page 2 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5580 Other Supplies Hardware, tools and paint for maintaining the common, parks, and fences	\$ 7,988	\$ 7,000	\$7,000.00	\$7,000.00
5587 Cemetery Foundations Material to pour grave foundations	\$ 223	\$ 1,000	\$1,000.00	\$1,000.00
5710 Instate Travel Trainings and seminars	\$ -	\$ 100	\$100.00	\$100.00
5730 Dues and Memberships Massachusetts Cemetery Association Membership	\$ 169	\$ 300	\$200.00	\$200.00
EXPENSES TOTAL	\$ 69,823	\$ 74,850	\$76,250.00	\$76,250.00
DEPARTMENTAL TOTAL	\$ 272,061	\$ 294,825	\$301,074.00	\$301,074.00

BOARD OF HEALTH - 510 - SUMMARY

Department Description:

The Health Department promotes the health, safety and well being of the residents of the Town by administering and enforcing local, state, and federal regulations as well as providing education, information, and guidance. The Department works in an advisory capacity to the five-member appointed Board on matters such as: septic, wells, housing, food, tanning, tobacco, beaches, pools, lodging, tanning, solid waste, beaver control, emergency preparedness, nuisance, communicable and reportable diseases (immunizations), recreational camps for children, and body art.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$46,934	\$47,928	\$81,149	\$50,689	\$2,761	5.8%
Expenses	\$76,369	\$80,575	\$82,964	\$82,964	\$2,389	3.0%
Total	\$123,304	\$128,503	\$164,113	\$133,653	\$5,150	4.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget reflects the transition to the Central Mass Regional Public Health Alliance. The Alliance will be providing the inspectional and public health nurse services that were previously provided by other vendors.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Health Department					
Managerial	1.0	0.0	0.0	0.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	2.0	1.0	1.0	1.0	0.0

comparisons made using the Town Admin budget

Goals:

Streamline permitting process; consolidate historical files; continued and more expansive education and guidance to the public.

BOARD OF HEALTH - 510 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5111 Elected/Appointed Boards		\$ 1,500	\$ 1,500	\$2,000.00	\$2,000.00
	There are 5 appointed members for the Board of Health. They each receive a stipend of \$300 annually.				
5113 Administrative Personnel		\$ 40,222	\$ 41,217	\$72,938.00	\$42,478.00
	The Health Department employs one full time Office Manager that serves the public in a variety of ways including office work, meeting minutes and agendas, all customer service, acts as agent due to				
5130 Overtime		\$ 3,212	\$ 3,150	\$4,100.00	\$4,100.00
	The Board of Health meets up to twice monthly during the evening hours which requires Administrative Personnel to be present to				
5140 Longevity		\$ 2,000	\$ 2,061	\$2,111.00	\$2,111.00
	Per Union Contract.				
PERSONNEL TOTAL		\$ 46,934	\$ 47,928	\$81,149.00	\$ 50,689.00

Departmental Budgets

BOARD OF HEALTH - 510 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5300 Professional and Technical		\$ 66,550	\$ 68,925	\$70,993.00	\$70,993.00
	Contracted services for inspections and health services from the				
5330 Conference/Seminar Fees		\$ 189	\$ 400	\$500.00	\$500.00
	Registration and Conference Fees for employee				
5340 Communications		\$ 93	\$ 1,000	\$750.00	\$750.00
	Legal ads.				
5420 Office Supplies		\$ 730	\$ 1,000	\$1,000.00	\$1,000.00
	Expendables such as pens, note pads, and file folders.				
5521 Medical Support		\$ -	\$ 300	\$300.00	\$300.00
	Medical supplies including blood pressure cuffs.				
5710 Instate Travel		\$ 289	\$ 350	\$350.00	\$350.00
	Parking, tolls, meals, lodging for official travel by staff.				
5730 Dues and Memberships		\$ 150	\$ 200	\$200.00	\$200.00
	Membership in health related professional organizations.				
5895 Mosquito Larviciding		\$ 8,369	\$ 8,400	\$8,871.00	\$8,871.00
	Mosquito larvacide briquettes for storm water catch basins to control mosquito population.				
EXPENSES TOTAL		\$ 76,369	\$ 80,575	\$ 82,964	\$ 82,964
DEPARTMENTAL TOTAL		\$ 123,304	\$ 128,503	\$164,113.00	\$133,653.00

COUNCIL ON AGING - 541 - SUMMARY

Department Description:

The Council on Aging operates the Grafton Senior Center which serves residents age 60 and older (and disabled persons of all ages when possible) and their caregivers. Programs that enhance dignity and quality of life, support independence and encourage general wellness are developed, coordinated, and promoted to meet the needs of these individuals. The Grafton Senior Center also provides advocacy and assistance.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$145,948	\$159,971	\$181,635	\$181,635	\$21,664	13.5%
Expenses	\$19,396	\$19,770	\$19,870	\$19,870	\$100	0.5%
Total	\$165,344	\$179,741	\$201,505	\$201,505	\$21,764	12.1%

comparisons made using the Town Admin budget

Budget Statement:

The Grafton Senior Center endeavors to offer the older adult population (those 60 years of age and older) of Grafton a quality program including educational and wellness workshops, home delivered meals, on site meals, crisis assistance, a referral/information service, transportation, as well as recreational, social and fitness activities. The Department also offers a large volunteer program. Additional services include a monthly newsletter, fuel and food stamp assistance, discounted town PAYT bags, a tax work-off program and AARP tax preparation, among others. All of these programs, services and activities are needed for successful aging. Socialization, fitness and communication, as well as key support services create a community where it is possible to age with grace, dignity

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Council on Aging					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	3.0	2.1	2.7	2.1	0.0
Total	5.0	4.1	4.7	4.1	0.0

comparisons made using the Town Admin budget

Goals:

(1) To continue to improve the quality of life for Grafton residents age 60 and older by providing a wide range of services, activities and programs. (2) To provide greater access of transportation to Grafton disabled residents and seniors sixty year of age and older.

Departmental Budgets

COUNCIL ON AGING - 541 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary		\$ 59,736	\$ 61,827	\$63,991.00	\$63,991.00
	The Director is a member of the Board, but serves as the full-time department head for the Council on Aging.				
5113 Administrative Personnel		\$ 60,642	\$ 66,924	\$69,834.00	\$69,834.00
	Salaries of two full-time staff: Office Manager and Van Driver.				
5115 Part-Time Personnel		\$ 25,344	\$ 30,220	\$46,810.00	\$46,810.00
	Wages of one 24 hour part-time staff position with benefits: Outreach Worker. Wages for one part-time 10 hour Activities/Crafts Coordinator. Wages for two 10 hour part-time kitchen cooks for Senior Center lunches. Meals on Wheels will be handled through Elder Nutrition of Worcester.				
5131 Extra Hours		\$ 225	\$ 1,000	\$1,000.00	\$1,000.00
	Covers wages of staff to cover other staff's vacations and/or sick time, or coverage for special events.				
PERSONNEL TOTAL		\$ 145,948	\$ 159,971	\$ 181,635	\$ 181,635

Departmental Budgets

COUNCIL ON AGING - 541 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5240 Repair & Maintenance Amount for various maintenance issues, painting, monthly pest control and upholstery/carpet cleaning (3 x annually).	\$ 7,375	\$ 5,145	\$5,145.00	\$5,145.00
5330 Conference/Seminar Fees Registration fees for MCOA Conference and other training such as ServeSafe.	\$ 209	\$ 800	\$800.00	\$800.00
5340 Communications Covers cell phones for van drivers, Printing Senior Gazette is \$3600 (\$300/mo), Telegram & Gazette Subscription.	\$ 3,071	\$ 5,000	\$5,000.00	\$5,000.00
5382 Other Purchased Services Cost of entertainment and food for special events, and water in main activity room. Events include: Various parties (holidays, tea, dessert, pizza, Mardi Gras, Bingo, etc.), Volunteer Appreciation	\$ 3,349	\$ 3,500	\$3,500.00	\$3,500.00
5580 Other Supplies This line item pays for all general office supplies, handouts and materials such as those on grief and loss or Alzheimer's, and educational/outreach materials.	\$ 3,509	\$ 3,500	\$3,500.00	\$3,500.00
5710 Instate Travel Mileage reimbursement, Travel, Hotels and Meals for Training & Conferences. Mileage for Outreach home visits with seniors.	\$ 1,149	\$ 1,100	\$1,200.00	\$1,200.00
5730 Dues & Membership Membership in the Massachusetts Councils on Aging Association and the National Councils on Aging Association. Payment for Motion Picture License in order to show movies.	\$ 734	\$ 725	\$725.00	\$725.00
EXPENSES TOTAL	\$ 19,396	\$ 19,770	\$ 19,870	\$ 19,870
DEPARTMENTAL TOTAL	\$ 165,344	\$ 179,741	\$201,505.00	\$201,505.00

TOGETHER WE CAN - 542 - SUMMARY

Department Description:

Subcommittee to Board of Selectman whose mission is to organize activities and programs to reduce or eliminate the risk factors associated with underage drinking, drug and alcohol abuse and violence facing our community.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$2,823	\$3,300	\$3,300	\$3,300	\$0	0.0%
Total	\$2,823	\$3,300	\$3,300	\$3,300	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

Funds annually spent on supplies, materials and transportation associated with safety and activity programs for Grafton school aged children and the community. GHS: Bon Voyage Graduation Party; Recognition Assembly; SADD conferences and speakers; safety programs; Defensive Driving. GMS: after school activity programs for students not on competitive teams; GES and PreK-2 safety programs; Recreation: Community skating party; Gazebo Road Race Fun Runs.

PERSONNEL			FY17		
Together We Can	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

To Maintain current projects and programs associated with Grafton Public Schools, Recreation and the Police Department such as: the annual Post GHS Graduation Party "Bon Voyage"; SkidZ Skool with GHS; GHS SADD programs that address underage drinking, drug abuse, violence, high risk behaviors and safety programs; activity programs for middle school students and the community at large; safety programs for elementary students; recognition programs that endorse good decision making with young people.

Departmental Budgets

TOGETHER WE CAN - 542 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5420 Office Supplies		\$ 970	\$ 1,000	\$ 1,000	\$ 1,000
	Pens, computer supplies, folders, notepads				
5580 Other Supplies		\$ -	\$ 1,300	\$ 1,300	\$ 1,300
	Supplies for other events and activities				
5716 Workshops		\$ 1,853	\$ 1,000	\$ 1,000	\$ 1,000
	EXPENSES TOTAL	\$ 2,823	\$ 3,300	\$3,300.00	\$3,300.00
	DEPARTMENTAL TOTAL	\$ 2,823	\$ 3,300	\$3,300.00	\$3,300.00

VETERANS SERVICES - 543 - SUMMARY

Department Description:

The Department of Veterans Services provides services to veterans and their spouses and dependents. The basic concept of creating fiscal assistance to veterans, veterans' spouses and their dependents had its roots in legislation established in 1861. It was also a concept that became a legislative way and available to all veterans, veteran's spouses and their dependents.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$68,627	\$73,660	\$76,777	\$76,777	\$3,117	4.2%
Expenses	\$83,311	\$86,500	\$81,500	\$81,500	-\$5,000	-5.8%
Total	\$151,937	\$160,160	\$158,277	\$158,277	-\$1,883	-1.2%

comparisons made using the Town Admin budget

Budget Statement:

The Veteran's Benefit's line has decreased slightly due to better job placement. These costs are reimbursed at 75% by the State the following fiscal year.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Veterans Services					
Managerial	0.3	1.0	1.0	1.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.8	0.8	0.8	0.0
Total	0.3	1.8	1.8	1.8	0.0

comparisons made using the Town Admin budget

Goals:

To provide the highest customer service in assisting Veterans in need.

Departmental Budgets

VETERANS SERVICES - 543 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary		\$ 49,253	\$ 51,000	\$53,550.00	\$53,550.00
	The Veterans Agent serves as the Department Head. Grafton is part of a Veterans' Services District and is only responsible for 1/3 of this cost.				
5115 Wages Permanent Part Time Personnel		\$ 19,374	\$ 22,660	\$23,227.00	\$23,227.00
	Wages for two Part-Time Veterans Agents				
PERSONNEL TOTAL		\$ 68,627	\$ 73,660	\$ 76,777	\$ 76,777

Departmental Budgets

VETERANS SERVICES - 543 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees Registration fees for related conferences or seminars.	\$ 300	\$ 2,500	\$2,500.00	\$2,500.00
5420 Office Supplies General supplies including folders, notepads, binders, envelops. Purchase approximately 1800 cemetery American flags.	\$ 556	\$ 1,200	\$1,200.00	\$1,200.00
5312 Other Supplies American & POW flags for all Town buildings, memorials &	\$ 1,849	\$ 1,200	\$1,200.00	\$1,200.00
5710 Instate Travel Mileage reimbursement, Travel, Hotels and Meals for Training & Conferences	\$ 688	\$ 500	\$500.00	\$500.00
5730 Dues and Memeberships Membership fees for veterans associations.	\$ 55	\$ 500	\$500.00	\$500.00
5740 Veterans Department Insurance Liability insurance for the Veteran's District.	\$ 2,766	\$ 2,850	\$2,850.00	\$2,850.00
5750 Soldiers Memorial Expense Monument repairs and upkeep , square markers in memorial hall	\$ 1,736	\$ 2,750	\$2,750.00	\$2,750.00
5770 Veterans Benefits	\$ 75,362	\$ 75,000	\$70,000.00	\$70,000.00
EXPENSES TOTAL	\$83,311	\$86,500.00	\$81,500.00	\$81,500.00
DEPARTMENTAL TOTAL	\$ 151,937	\$ 160,160	\$158,277.00	\$158,277.00

LIBRARY - 610 - SUMMARY

Department Description:

The Grafton Public Library provides residents of any age opportunities to find and use information in many formats as they pursue personal growth and education throughout their lives. It helps them develop their ability to find and evaluate information used daily and all lifelong. It provides materials and programs relevant to contemporary issues and interests that enlighten, inform, and entertain.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$376,680	\$432,371	\$486,013	\$442,024	\$9,653	2.2%
Expenses	\$174,378	\$204,800	\$211,225	\$203,800	-\$1,000	-0.5%
Equipment	\$7,969	\$1,200	\$2,100	\$2,100	\$900	75.0%
Total	\$559,027	\$638,371	\$699,338	\$647,924	\$9,553	1.5%

comparisons made using the Town Admin budget

Budget Statement:

An increase of roughly 2.2% has been included for librarian salaries and additional hours. Overall there is a 1.5% budget increase to reflect the increase in visitors, programs, circulating materials, and the increased cost of services. We served 71,000 patrons in FY15--a 26% increase from FY14 (walkins) and circulated over 177,000 items according to our 2015 ARIS report for State Aid. To be eligible for State Aid, the Library budget must meet the Municipal Appropriation Requirement: an average of the previous 3 years funding with a 2.5% increase. Grafton's MAR for FY17 is \$590, 951. Additionally, the Library must appropriate 15% of operating costs for materials, or \$97,189 from a proposed budget of \$647,924 in FY17.

PERSONNEL			FY17		
Library	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	0.5	0.5	0.5	0.5	0.0
Professional/Technical	11.5	11.5	13.5	11.5	0.0
Total	13.0	13.0	15.0	13.0	0.0

comparisons made using the Town Admin budget

Goals:

The Grafton Public Library is recognized as a community place where adults, teens, and children will successfully access current and relevant resources, programs, and services to support informational, educational, cultural and recreational pursuits. FY17 goals include: increase circulation, attendance, and programs; weed and maintain the Library's collections; increase digital and new collections; implement the 2016-2020 Long Range Plan which focuses strategically on collections, services, marketing and facilities; and apply for the 2016-2017 MA Public Library Construction Program grant in anticipation of a much-needed Library expansion project.

Departmental Budgets

LIBRARY - 610 - DETAIL

PERSONNEL

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5112 Department Head Salary The Library Director is the Full Time Department Head. The present Library Director has a master's degree, 20 years of experience in public libraries, 17 years of management experience, and 5 years of experience in Library administration. The department head manages a staff of 14 people and a building open to the public 58 hours a week.	\$ 67,980	\$ 70,360	\$72,822.00	\$72,822.00
5114 Permanent Full Time Personnel Includes Reference Librarian, Children's Librarian, Circulation Librarian, and Teen Services Librarian, who are responsible for public services and supervise the activities of part-time staff and volunteers; one Cataloger who supervises a FT senior Library Assistant responsible periodicals & accounting. The American Library Associations' recommended entry level salary for an MLS Librarian is \$47.957/vear. or \$26.24 per hour.	\$ 213,736	\$ 241,103	\$256,952.00	\$256,952.00
5115 Wages Part-time Personnel Senior Library Assistants and Library Assistants. Includes one senior library assistant responsible for marketing. In addition, they may be responsible for library supervision in the absence of full time staff member two evenings per week and every other Saturday. Request includes an additional 10 hours per week for Board of Trustees Recording Clerk, who would like position reclassified as administrative assistant.	\$ 94,964	\$ 120,908	\$156,239.00	\$112,250.00
PERSONNEL TOTAL	\$ 376,680	\$ 432,371	\$ 486,013	\$ 442,024

LIBRARY - 610 - DETAIL

EXPENSES 1 OF 5

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Heat & Electricity. Usage cost decrease balanced out with upgrade to 400 amp service to accommodate 21st century needs.	\$ 13,359	\$ 13,600	\$ 13,600.00	\$ 13,600.00
5230 Non-Energy Utilities Sewer - annual usage fee - increasing 25% annually. Additional restroom, Library garden have increased cost.	\$ 504	\$ 800	\$ 1,000.00	\$ 1,000.00
5240 Repair & Maintenance Building & grounds maintenance and repair, restroom supplies, plus repair of library materials. If a part time custodial/maintenance position cannot be added, increase to cover contracted repair services. Estimate includes 20% contingency as the costs of maintaining an 88-year-old building can be unexpected and expensive. HVAC maintenance (heat & a/c) \$3,000, Boiler maintenance, \$1,000; Landscaping (tree trimming, shrub maintenance and library garden), \$3,000; pest control, \$1,000; electrical, plumbing, locksmith and other contracted services \$2,000; disc repair & bindery, \$500; LULA: inspection & certificate \$1,300, fire inspection & extinguishers \$600; gutter cleaning and roof repair \$1,200, floor to ceiling cleaning \$2,000; custodial (tp, trash bags, cleaning products, paint @\$200/month,	\$ 12,766	\$ 18,660	\$ 21,000.00	\$ 21,000.00
5248 Contracted Services Includes network membership & licenses. C/W MARS membership: \$18,000; webhosting \$500; domain renewal \$100, Statewide ebook license \$2,500; copier maintenance contract \$1,200.	\$ 30,475	\$ 29,200	\$ 25,000.00	\$ 25,000.00

Departmental Budgets

LIBRARY - 610 - DETAIL

EXPENSES 2 OF 5

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5270 Rentals & Leases Includes copier lease, \$3,000; & mail box rental, \$100.	\$ 1,375	\$ 3,550	\$ 3,200.00	\$ 3,200.00
5300 Professional and Technical Staff development and recruitment, including new employee physicals, staff professional collection and training costs for 3 staff development days.	\$ 2,568	\$ 2,250	\$1,000.00	\$1,000.00
5311 Marketing Marketing costs include subscription to Constant Contact, \$200; Annual census mailing, \$400; Facebook marketing \$200, summer reading program flier to schools. \$400.	\$ -	\$ -	\$1,200.00	\$1,200.00
5330 Conference/Seminar Fees Cost of attending ALA, MLA and NELA conference, and professional development sessions. Allison, our YA Librarian, has been appointed to a selection committee and is required to attend 2 national conferences. Children's Librarian should attend national children's services conference (ALSC) in Atlanta in Sept 2016. All staff have a goal to attend 4 professional development sessions annually and we take advantage of many free and online sessions. ALA Allison \$600 + Beth \$400; ALSC, Sarah, \$400; NELA Beth 2 full days \$240; MLA, 3-4 staff, 1-3 days: \$400.	\$ 1,078	\$ 3,300	\$2,200.00	\$2,200.00
5340 Communications Telephone, Internet, & postage. New Horizons VOIP, \$900; Verizon (analog fax & dedicated lines), \$900. Charter, \$1,200; postage, \$400.	\$ 4,374	\$ 2,800	\$3,400.00	\$3,400.00

LIBRARY - 610 - DETAIL

EXPENSES 3 of 5

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5420 Office Supplies Printer/copier paper, library materials processing supplies, misc. office supplies. The Library has extended office services such as laminating, scanning and shredding to the public. We have a revolving account to help with these expenses now. library processing supplies - labels, barcodes, cases, bags \$2,500, ink and paper for ink/toner, handouts and flyers and staff use \$2,500, misc - sign & literature holders, file boxes, protective sheets for newspapers, paper, staples, tape, etc: \$1,000.00. Added 5% increase, 2% for inflation, 2% contingency.	\$ 8,355	\$ 6,000	\$6,300.00	\$6,300.00
5515 Educational Supplies State Aid eligibility requires that 15% of the TAMI of \$648,742 (Total Appropriated Municipal Income) be spent on Educational Supplies and Periodicals; the Library must appropriate 15% of operating costs for materials, or \$104,925. Materials include Books, music, movies, games, streaming & digital media, ebooks. Recommended allocations follow: Adult fiction \$15,000; Adult nonfiction; \$15,000; YA materials, \$12,000; Children's materials, \$25,000; Audiobooks 8,000; DVD \$7,500; Music, \$3,000; games \$5,000; kits/misc \$3,925; Scholastic Bookflix \$1,800, ComixPlus \$2000; Artistworks \$500; Pronunciator, \$1,000; Ancestry.com/HeritageQuest \$2,000; ebooks & e-media: \$8,000	\$ 82,251	\$ 101,000	\$104,925.00	\$97,500.00
5516 Periodicals Approx. 100 magazine & newspaper subscriptions, including electronic subscriptions. Includes professional journals and review media used by staff for materials selection. Slight adjustment for inflation, as we have no room to add new titles.	\$ 4,324	\$ 8,135	\$9,000.00	\$9,000.00

Departmental Budgets

LIBRARY - 610 - DETAIL

EXPENSES 4 of 5

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5580 Other Supplies Library Director Certification for State Aid eligibility - renewed every 2 years, due in 2016.	\$ 3,221	\$ 50	\$ 50	\$ 50
5710 Instate Travel Staff travel reimbursement for attendance at C/WMARS meetings, training, etc. Staff are required to attend 1 professional development session per quarter and off-site meetings for Users Council, technical services roundtable, etc are sometimes an hour away. Underbudgeted last year and have more staff in FY 15/16. Out of state staff travel reimbursement for attendance at national library conferences: Allison: Midwinter 2016 (Atlanta) Jan 2017; Annual: (Chicago IL) June 2017; Beth (Chicago IL) June 2017; Sarah: AISC (Charlotte NC) Sept 2016. Travel, lodging and meals is \$800-	\$ 1,971	\$ 4,340	\$6,000.00	\$6,000.00
5717 Programs Programs for kids, teens and adults. The cost of performers has increased and the budget still has not reflected that increase. The Library seeks grants and support from the Friends to assist with programming costs, but the number of offerings, number of attendees, and cost of presenters have increased. Incentives and giveaways are covered by the Friends or the Library's gift account. 4 adult presenters @ \$400 ea, \$1,200; 4 teen presenters @\$400 ea, \$1,200, 6 children's presenters @ \$500 ea, \$3000; 2 children's presenters @ \$750 ea, \$1,500; Mr. Kim 9 sessions \$100 ea, \$900; Getting to know your ukelele 3 sessions @\$200, \$600; teen crafts/snacks \$100/month, \$1,200; children's craft supplies	\$ 7,521	\$ 9,550	\$12,000.00	\$12,000.00

Departmental Budgets

LIBRARY - 610 - DETAIL

EXPENSES 5 of 5

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5730 Dues and Memberships	\$ 236	\$ 1,565.00	\$ 1,350.00	\$ 1,350.00
Library organization membership fees, e.g. Digital Commonwealth \$100, Mass. Lib. Trustees Assn. \$25/ trustee, ALA \$185, NELA \$85, etc. The Friends contributed \$3,650 in Museum memberships in FY15, and the Trustees contributed \$950.00 in museum/attraction memberships.				
Director: Lions Club \$100 ; Director: ALA \$200; YA Librarian: ALA/YALSA \$200 Children's Librarian: ALA/ALSC \$200; MLA institutional gold membership (3 members) includes MLA conference \$500 attendance for several staff ; Digital Commonwealth membership for digitization projects \$100; Flickr				
EXPENSES TOTAL	\$ 174,378	\$ 204,800	\$211,225.00	\$203,800.00

LIBRARY - 610 - DETAIL

EQUIPMENT

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment	\$ 7,969	\$ 1,200	\$2,100.00	\$2,100.00
2 book trolleys @ \$250.00 ea, \$500; 2 additional scanners for checkout stations @ \$150 ea, \$300. 4 credit card payment keyboards, \$125 ea, \$500; speaker for digital projector, \$600.				
EQUIPMENT TOTAL	\$ 7,969	\$ 1,200	\$2,100.00	\$2,100.00
DEPARTMENTAL TOTAL	\$ 559,027	\$ 638,371	\$699,338.00	\$647,924.00

RECREATION - 630 - SUMMARY

Department Description:

The Department creates and organizes active and passive recreation programs for both children and adults in the Town of Grafton. In addition, the Department coordinates seasonal events, assists in the management of parks and playgrounds, and coordinates the use of all Town recreational facilities.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$168,680	\$198,602	\$206,205	\$206,205	\$7,603	3.8%
Expenses	\$29,835	\$48,365	\$51,515	\$51,515	\$3,150	6.5%
Total	\$198,515	\$246,967	\$257,720	\$257,720	\$10,753	4.4%

comparisons made using the Town Admin budget

Budget Statement:

The increase in seasonal salaries is due to the increase in minimum wage which was taken into consideration in determining payrates for lifeguards and swim instructors as these positions require more training and certification. The increase in repair and maintenance is accounting for increased spending in upkeep of Lake

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Recreation					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.0	1.0	1.0	1.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	2.0	2.0	2.0	2.0	0.0

comparisons made using the Town Admin budget

Goals:

Increase community events, repair a decaying basketball court, increase maintenance at playgrounds, expand the beach area at Silver Lake, focus on more weed removal from the swimming area at Silver Lake.

Departmental Budgets

RECREATION - 630 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST FY17	TOWN ADMIN.
5112 Department Head Salary		\$ 57,000	\$ 58,140	\$ 61,800	\$ 61,800
	The Recreation Director serves as the full-time department head for the Department.				
5114 Administrative Personnel		\$ 35,960	\$ 40,962	\$ 39,428	\$ 39,428
	The Department employs one full-time clerk that services the public and coordinates programs.				
5116 Wages, Seasonal/Permanent		\$ 74,885	\$ 98,000	\$ 103,477	\$ 103,477
	Beach & Swimming Program Salaries				
5130 Overtime		\$ 835	\$ 1,500	\$ 1,500	\$ 1,500
	This line primarily covers the custodial cost for the use of the municipal building for sports programs. In addition, line to covers any overtime expenses for the Recreation Clerk.				
PERSONNEL TOTAL		\$ 168,680	\$ 198,602	\$206,205.00	\$206,205.00

Departmental Budgets

RECREATION - 630 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST FY17	TOWN ADMIN.
5210 Energy Electricity at Beach	\$ 557	\$ 850	\$ 800	\$ 800
5240 Repair and Maintenance Plumbers, electricians, lock smith, etc. Water testing, beach supplies, park maintenance, weed barrier	\$ 17,620	\$ 21,315	\$ 29,950	\$ 29,950
5300 Professional & Technical Concerts on the Common; RecDesk License and Support	\$ -	\$ 4,750	\$ 7,750	\$ 7,750
5330 Conference/Seminar Fees MRPA, NPRA, Playground Inspt. Cert, Staff Training	\$ 390	\$ 2,000	\$ 2,000	\$ 2,000
5340 Communications Internet and Phone at Beach	\$ 4,034	\$ 7,500	\$ 600	\$ 600
5420 Office Supplies	\$ -	\$ 4,200	\$ 3,000	\$ 3,000
5580 Other Supplies Supplies for Programming and Events	\$ 7,234	\$ 7,550	\$ 6,250	\$ 6,250
5710 Instate Travel Conferences, Training Sessions	\$ -	\$ 200	\$ 600	\$ 600
5730 Dues and Memberships MRPA, NPRA, BJ's			\$ 565	\$ 565
EXPENSES TOTAL	\$ 29,835	\$ 48,365	\$ 51,515	\$ 51,515
DEPARTMENTAL TOTAL	\$ 198,515	\$ 246,967	\$257,720.00	\$257,720.00

NELSON LIBRARY - 650 - SUMMARY

Department Description:

This Department funds the ongoing repair and maintenance of the Nelson Park and Library. The current facility has been in continuous use as a meeting room library since being built to replace the mansion house in the 1974/75 era. The meeting room is utilized by numerous community groups. The three ball fields, basketball court and ice skating rink are in constant use seasonally; the park facilities are utilized by a number of community groups, recreation leagues, and the Town recreation department for various activities.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$15,540	\$19,200	\$19,200	\$19,200	\$0	0.0%
Expenses	\$11,730	\$13,400	\$13,400	\$13,400	\$0	0.0%
Equipment	\$1,060	\$0	\$0	\$0	\$0	N/A
Total	\$28,331	\$32,600	\$32,600	\$32,600	\$0	0.0%

comparisons made using the Town Admin budget

Budget Statement:

This budget remains flat.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Nelson Library					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.8	0.8	0.8	0.8	0.0
Total	0.8	0.8	0.8	0.8	0.0

comparisons made using the Town Admin budget

Goals:

To provide the highest quality customer service for library patrons.

Departmental Budgets

NELSON LIBRARY - 650 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5121 Maintenance/Custodial		\$ 4,642	\$ 5,950	\$ 5,950	\$ 5,950
This line item is for the cleaning and maintenance of the library					
5122 Park Maintenance		\$ 10,898	\$ 13,250	\$ 13,250	\$ 13,250
This item is for the two part time employees. These two individuals					
PERSONNEL TOTAL		\$ 15,540	\$ 19,200	\$19,200.00	\$19,200.00

Departmental Budgets

NELSON LIBRARY - 650 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy		\$ 4,689	\$ 4,800	\$ 4,800	\$ 4,800
	Heating and electricity costs				
5240 Repair and Maintenance		\$ 3,316	\$ 4,000	\$ 4,000	\$ 4,000
	General upkeep and repairs to the building.				
5340 Communications		\$ 813	\$ 1,200	\$ 1,200	\$ 1,200
	Annual Cost of Alarm System Monitoring				
5450 Custodial and Housekeeping		\$ 261	\$ 400	\$ 400	\$ 400
	Interior cleaning and paper products				
5451 Park Maintenance Supplies		\$ 2,651	\$ 3,000	\$ 3,000	\$ 3,000
	Maintenance supplies for the athletic fields and park grounds				
EXPENSES TOTAL		\$ 11,730	\$ 13,400	\$13,400.00	\$13,400.00

NELSON LIBRARY - 650 - DETAIL

EQUIPMENT

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5880 New Equipment		\$ 1,060	\$ -	\$0.00	\$0.00
	Not applicable				
EQUIPMENT TOTAL		\$ 1,060	\$ -	\$0.00	\$0.00
DEPARTMENTAL TOTAL		\$ 28,331	\$ 32,600	\$32,600.00	\$32,600.00

Departmental Budgets

RETIREMENT OF DEBT -710 - SUMMARY

Department Description:

This budgetary department contains all principal that the Town is obligated to pay on debt service.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$2,237,000	\$2,365,000	\$2,435,000	\$2,435,000	\$70,000	3.0%
Total	\$2,237,000	\$2,365,000	\$2,435,000	\$2,435,000	\$70,000	3.0%

comparisons made using the Town Admin budget

Budget Statement:

There is an overall increase in long-term debt obligations of \$70,000.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Retirement of Debt					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

Prudently retire principal to pay to reduce the overall cost of borrowings.

Departmental Budgets

RETIREMENT OF DEBT - 710 - DETAIL

EXPENSES

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
51900 Principal on Long-Term Debt This is the principal that will be paid on the long-term debt of the Town	\$ 2,237,000	\$ 2,365,000	\$2,435,000.00	\$2,435,000.00
EXPENSES TOTAL	\$ 2,237,000	\$ 2,365,000	\$2,435,000.00	\$2,435,000.00
DEPARTMENTAL TOTAL	\$ 2,237,000	\$ 2,365,000	\$2,435,000.00	\$2,435,000.00

Departmental Budgets

INTEREST -750 - SUMMARY

Department Description:

This budgetary department contains all the interest that the Town is obligated to pay on debt service.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
Expenses	\$1,535,462	\$1,519,859	\$1,429,257	\$1,429,257	-\$90,602	-6.0%
Total	\$1,535,462	\$1,519,859	\$1,429,257	\$1,429,257	-\$90,602	-6.0%

comparisons made using the Town Admin budget

Budget Statement:

The amount of interest costs on long-term debt will be \$90,602 less than FY16.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Interest					
Managerial	0.0	0.0	0.0	0.0	0.0
Clerical	0.0	0.0	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

comparisons made using the Town Admin budget

Goals:

Secure the lowest possible interest rate for all borrowings in order to save taxpayer dollars.

Departmental Budgets

INTEREST - 750 - DETAIL

EXPENSES

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
59150 Interest on Long-Term Debt		\$ 1,535,462	\$ 1,519,859	\$1,429,257.00	\$1,429,257.00
	This is the interest paid on all long-term borrowings of the Town				
59250 Interest on Temporary Debt		\$ -	\$ -	\$0.00	\$0.00
	This is interest paid on temporary (short-term) borrowings of the Town				
EXPENSES TOTAL		\$ 1,535,462	\$ 1,519,859	\$1,429,257.00	\$1,429,257.00
DEPARTMENTAL TOTAL		\$ 1,535,462	\$ 1,519,859	\$1,429,257.00	\$1,429,257.00

SEWER DEPARTMENT - 440 - SUMMARY

Department Description:

The Department operates and maintains the Town's wastewater collection and treatment system. Overseen by the Board of Sewer Commissioners, the department is responsible for the operation and maintenance of a 2.4 MGD wastewater treatment facility, 14 pump stations and over 70 miles of sewer pipe. The Department operates as a self-sustaining enterprise fund.

OPERATING COSTS			FY17			
BUDGET ITEM	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	FY17 Vs. FY16	
					\$ CHANGE	% CHANGE
Personnel	\$396,912	\$415,436	\$439,332	\$439,332	\$23,896	5.8%
Expenses	\$571,613	\$714,000	\$680,000	\$680,000	-\$34,000	-4.8%
Total	\$968,525	\$1,129,436	\$1,119,332	\$1,119,332	-\$10,104	-0.9%

comparisons made using the Town Admin budget

Budget Statement:

This budget is based on our current NPDES permit. The estimated plant flow for FY17 should remain close to 1.70 MGD. This flow figure is used for calculations including sludge disposal, chemical costs, and electricity, we have little control over these costs and therefore there are specific line increases. The overall budget decreased approximately 1%--mostly related to requirements of the new permit. We have approx. 4300 residential, commercial, and industrial service connections and are confident that with our ongoing program to find and repair leaks in the system we can offset any new residential flows.

PERSONNEL			FY17		
	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.	CHANGE
Sewer					
Managerial	1.0	1.0	1.0	1.0	0.0
Clerical	1.3	1.0	1.0	1.0	0.0
Professional/Technical	4.3	5.0	5.0	5.0	0.0
Total	6.5	7.0	7.0	7.0	0.0

comparisons made using the Town Admin budget

Goals:

Comply with our current NPDES permit discharge requirements, continue process to update and upgrade the Treatment Plant. Finding and eliminating areas of inflow and infiltration. Expand our GIS system to include tie cards and cctv inspections.

Departmental Budgets

SEWER DEPARTMENT - 440 - DETAIL

PERSONNEL

Line Item		FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5111 Elected/Appointed Boards		\$ 1,500	\$ 1,500	\$1,500.00	\$1,500.00
	Three Board of Sewer Commissioners at \$500/year				
5112 Department Head Salary		\$ 72,760	\$ 77,126	\$80,000.00	\$80,000.00
	Wastewater Superintendent				
5113 Administrative Personnel		\$ 41,260	\$ 41,508	\$42,478.00	\$42,478.00
	One full-time employee				
5114 Wages, Permanent Personnel		\$ 237,287	\$ 253,234	\$253,234.00	\$253,234.00
	The Sewer Department is staffed by Five Full-time employees who				
5130 Overtime		\$ 42,103	\$ 40,000	\$60,000.00	\$60,000.00
	Based on 104 weekend days, holidays, and emergency call back situations: pump repairs, sewer overflows, mark-outs, storms, power failures, public assistance, and extended hours during				
5155 Longevity		\$ 2,002	\$ 2,068	\$2,120.00	\$2,120.00
	This covers the longevity pursuant to the collective bargaining agreement with GMEA.				
PERSONNEL TOTAL		\$ 396,912	\$ 415,436	\$439,332.00	\$439,332.00

Departmental Budgets

SEWER DEPARTMENT - 440 - DETAIL

EXPENSES Page 1 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5210 Energy Electricity : Treatment Plant-\$85,000, Arcadia St. pump sta.-	\$ 197,469	\$ 200,000	\$200,000.00	\$200,000.00
5232 Non- Energy Utilities Water Districts: Emergency water usage	\$ -	\$ 1,000	\$1,000.00	\$1,000.00
5240 Repair and Maintenance Repair and Maintenance of pumps, motors, and equipment. Replace pump seals, wear rings, electric motors, rebuild air compressors, process control tanks, routine preventative maintenance of pump stations, gear boxes and drive units	\$ 17,844	\$ 25,000	\$25,000.00	\$25,000.00
5245 Collection System Maintenance Locate and repair leaks in the collection system, replace worn manhole frames and covers. Pump Station repairs	\$ 9,685	\$ 10,000	\$10,000.00	\$10,000.00
5296 Sludge Disposal Transport, dewater, and incinerate Sludge. Approx. 3,500,000 gallons:\$245,000 for disposal, \$51,600 for transportation, \$8,000 for screenings and grit disposal	\$ 236,946	\$ 339,000	\$305,000.00	\$305,000.00
5297 Household Hazardous Waste Collection Collection of Paints, Acids, Pesticides, Cleaners, Aerosols, Pool Chemicals for town residents every 18 mos.	\$ 8,105	\$ 8,000	\$8,000.00	\$8,000.00
5300 Professional & Technical Quarterly Lab Analysis \$8,000, DMRQA/QC \$1,000, equipment	\$ 30,620	\$ 31,800	\$31,800.00	\$31,800.00

Departmental Budgets

SEWER DEPARTMENT - 440 - DETAIL

EXPENSES Page 2 of 2

Line Item	FY15 ACTUAL	FY16 BUDGET	DEPT. REQUEST	TOWN ADMIN.
5330 Conference/Seminar Fees 20 hours continuing education x 6 staff for operator licenses	\$ 2,980	\$ 2,500	\$2,500.00	\$2,500.00
5340 Communications Phone lines for alarms from 14 remote pump stations \$7,700, Quarterly Billing Postage and inserts \$11,850, Verizon \$1,680, On-	\$ 17,976	\$ 23,800	\$23,800.00	\$23,800.00
5420 Office Supplies Computer and printer supplies, replacements, and updates.	\$ 2,929	\$ 4,000	\$4,000.00	\$4,000.00
5480 Vehicular Supplies Repair Parts and Maintenance of four Vehicles	\$ 3,169	\$ 1,500	\$1,500.00	\$1,500.00
5500 Lab Supplies Supplies for daily lab analysis, Hach supplies for nutrient testing, Idexx test kits for bacteria - increased for permit	\$ 6,132	\$ 7,000	\$7,000.00	\$7,000.00
5505 Chemical Supplies Ferric Chloride 12,000 gal@3.082/gal=\$37,000, Sodium Hypochlorite 7,300 gal@1.78/gal \$13,000, Lime for pH control \$5,000, Routine Maintenance Chemicals \$2,000(oils, cleaners,	\$ 35,693	\$ 57,000	\$57,000.00	\$57,000.00
5585 Personnel Supplies Clothing and Safety Supplies for 6 Full time Personnel	\$ 2,065	\$ 2,400	\$2,400.00	\$2,400.00
5730 Dues & Memberships American Water Works, Water Environment Federation	\$ -	\$ 1,000	\$1,000.00	\$1,000.00
EXPENSES TOTAL	\$ 571,613	\$ 714,000	\$680,000.00	\$680,000.00
DEPARTMENTAL TOTAL	\$ 968,525	\$ 1,129,436	\$1,119,332.00	\$1,119,332.00

This page intentionally left blank.

APPENDIX A-FINANCIAL POLICIES

TOWN OF GRAFTON FINANCIAL POLICIES

PURPOSE

It is the policy of the Town of Grafton that financial management is conducted with the objectives of safeguarding municipal funds, protecting the Town's assets and funding municipal services in an efficient, effective and consistent manner that aligns with public policy goals as set forth by the Board of Selectmen.

In adherence to this policy, the Town shall pursue the following objectives:

- To provide effective financial management within the Town that conforms with generally accepted accounting principles (GAAP);
- To provide public confidence in municipal financial management;
- To protect and enhance the Town's credit rating and prevent defaults on municipal debt;
- To provide essential public safety, municipal and education services at the most efficient cost;
- To provide safeguards to ensure the quality and integrity of municipal financial systems;
- To minimize the Town's financial risk due to unforeseen emergencies;
- To protect and maintain the Town's capital assets.

The goal of this financial policy is to control expenditures and build reserves. The policy includes guidelines which are intended to be used by the Town Administrator/ Board of Selectmen and in preparing budgets, by the Finance Committee in reviewing and recommending budgets, and by Town Meeting in evaluating and approving budgets.

The financial policy is intended to be used, and therefore it must be flexible enough to accommodate changing social and economic conditions. It is appropriate for the Town Administrator/Board of Selectmen to review the guidelines each year and, in consultation with the Finance Committee and the School Committee, make adjustments as required.

The financial policy is to be used in conjunction with the Debt Policy adopted by the Board of Selectmen in May 2004.

In order to obtain the above objectives, the Board of Selectmen adopts the following policies:

A. ACCOUNTING AND AUDITING POLICIES

1. The Town will utilize accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Government Accounting Standards Board (GASB).
2. An annual audit will be performed by an independent public accounting firm on a timely basis.
3. The Town will maintain strong financial controls to ensure compliance with town meeting actions, Town Charter, Town bylaws and state regulations.

APPENDIX A-FINANCIAL POLICIES

4. The Town will strive to produce quality financial statements, capital plans, and annual budget documents, consistent with the Town Charter.
5. The Town will produce timely payroll and accounts payable warrants ensuring that vendors and employees are paid on a regular basis.

B. ANNUAL BUDGET

1. The annual budget should be prepared such that all current operating expenditures will be paid for with current operating revenue. The Town should not fund ongoing operating expenditures with non-recurring revenue sources, such as free cash, stabilization funds, or borrowing. Operating expenses should be supported solely by ongoing recurring revenue sources, including taxes, state aid, local receipts, inter-fund transfers, and fees.
2. The annual operating budget shall include an appropriation to an operating reserve fund. This account shall be used to fund any extraordinary or unforeseen expenses that occur during the fiscal year. The Town Administrator shall approve such requests, and forward them to the Finance Committee. Funds will be transferred from the fund to individual departments only upon the voted recommendation of the Finance Committee.
3. The annual budget process will clearly define management's priorities during the budget cycle after consultation with the Board of Selectmen, and will identify all enhancements and reductions made to each department in order to produce a balanced budget.
4. Operational overrides will be considered in the event that recurring expenses outstrip recurring revenues so that municipal and/or educational services are reduced to an unacceptable level. All other available options, excluding the use of reserves, will be considered in advance of proposing an operational override for consideration by the Board of Selectmen.

C. REVENUE

1. The Town will follow an aggressive and equitable practice of collecting revenues as outlined below.
2. The Town will utilize all available tools to collect revenues including the tax title taking and foreclosure process, license and permit holding/revocation, and Registry of Motor Vehicles marking procedures.
3. The Town will strive to maintain and increase a healthy commercial tax base to supplement residential tax revenues by encouraging economic development.
4. The Town will thoroughly analyze any unexpected and unusual one-time revenue sources before appropriation. One-time revenue sources include unanticipated state funds, legal settlements, sales of town assets, or other one-time revenue sources. These funds should be used toward meeting

APPENDIX A-FINANCIAL POLICIES

reserve level goals and capital needs. These funds should not be used for funding general fund operating budget needs.

5. The Town will thoroughly analyze the expected stability of any new recurring revenue sources before appropriation. New, recurring revenue sources include significant new growth, increased state aid or other permanent revenue sources. These funds shall first be considered, particularly in the first year, toward meeting reserve level goals and capital needs before being utilized for funding general fund operating budget needs.
6. The Town shall issue revenue or tax anticipation notes only when cash flow projections indicate that the Town will have insufficient funds to meet its liabilities for a period in time and only as a last option. The notes shall be scheduled for repayment at the end of said period.

D. RESERVES

1. The Town shall maintain adequate reserves to protect the Town from unforeseen, extraordinary needs of an emergency nature. Prudent stewardship of the Town requires such planning and protection for the Town's financial health. Available reserve accounts (Stabilization Funds) should be maintained to provide an alternative to taxes and debt to fund the Town's needs. These reserves provide debt holders with assurance, improve the Town's credit rating and, under extraordinary circumstances act as a cushion against unacceptable service level reductions.
2. The amount the Town has in its reserves balance plays a major role in maintaining and/or improving its bond rating. A sudden decline in reserves may be temporary or a planned event, but a constant decline or reduction in reserves may indicate a problem in meeting current expenditures and revenue targets, subsidizing the current operating budget, planned capital investments, or utilizing reserves for purposes not planned.
3. The Town shall strive to fund stabilization funds at a minimum of between 5% and 10% of general fund operating revenues. These Reserves will be maintained in various Stabilization Funds.
4. Reserve funds shall be used to provide for temporary financing for unanticipated or unforeseen extraordinary needs of an emergency nature; an unexpected liability created by Federal or State legislation, funding of previous fiscal year expenses, immediate public safety or health needs, opportunities to achieve long-term cost savings, or planned capital investments, and related debt service. Reserves will not be used to fund recurring budget items.
5. The Town shall strive to make an annual appropriation to various Stabilization Funds. Even if a nominal amount, this annual appropriation will demonstrate the commitment to reserves.
6. Funds shall be allocated from reserves only after an analysis and utilization plan has been prepared by the Town Administrator, submitted to the Finance Committee for recommendation, and presented to the Board of Selectmen for inclusion upon the Town Meeting warrant. The analysis shall provide sufficient evidence to establish that the remaining reserve balance is adequate to

APPENDIX A-FINANCIAL POLICIES

offset potential downturns in revenue sources and provide sufficient cash balance for daily financial needs; and that conditions exist in future years that will allow for replenishment of reserve funds.

7. Funds shall be allocated each year in the budget process wherever possible, to replace any use of reserve funds during the preceding fiscal year.

E. OFFSET RECEIPTS AND ENTERPRISE FUNDS

1. The Town shall establish and maintain offset receipts and enterprise funds pursuant to MGL Chapter 40, Section 39 and Chapter 44, Section 53F 1/2, respectively, wherever possible in order to ensure annual operation and maintenance needs are met and such services are financed in an equitable manner.
2. The term of debt for offset receipts and enterprise funds generally shall not exceed the useful life of the asset and whenever possible the term will not exceed twenty (20) years.
3. Short-term debt, including tax-exempt commercial paper, shall be used when authorized for interim financing of enterprise fund capital projects. The term of short-term debt shall not exceed five years. Total short-term debt shall generally not exceed ten percent (10%) of outstanding long-term debt.
4. Ongoing routine, preventive maintenance should be funded on a pay-as-you go basis.
5. Rates for offset receipts and enterprise funds shall be designed to generate sufficient revenues to support the full cost (direct and indirect) of operations and debt and provide debt service coverage, if applicable, and to ensure adequate and appropriate levels of working capital. Fees should be reviewed annually in relation to the cost of providing the service.
6. The enterprise funds will maintain adequate working capital to finance operations. In the absence of retained earnings, operations would require a subsidy by the general fund, which would reduce general fund cash available for investment, and consequently reduce general fund revenue. Wherever possible, rates or fees should be increased in order to maintain retained earnings or *Capital Reserve Accounts* at a minimum of ten percent (10%) of that enterprise fund's annual revenues.

F. GIFTS, GRANTS AND OTHER FUNDS

1. All gifts, grants and donations shall be managed and expended so as to comply with the laws, regulations and guidance of the grantor. Such funds will be held by the Town Treasurer in separate *accounts* which will be maintained by the Town Accountant.
2. All user fees and revolving funds shall be managed in compliance with applicable state laws and regulations. User fees will be set so as to generate only the revenue needed to recover the allowable costs of the programs.

APPENDIX A-FINANCIAL POLICIES

3. All gift, grants, fees, and donations shall be evaluated for suitability and consistency with Town policies. They shall also be formally approved and accepted by the Board of Selectmen and/or School Committee.
4. Any gifts, grants or donations with condition determined to be unsuitable for the Town will not be accepted.

G. TRUST FUND MANAGEMENT

1. Trust fund management will be conducted with the objectives of:
 - Conformance to each trust document's specified purpose, legal requirements, and administrative guidelines;
 - Preservation of capital;
 - Maintenance of security of trust funds and investments;
 - Maximization of total return for each trust fund;
 - Efficient disbursement of funds on an equitable basis;

H. INVESTMENT POLICY

1. Collection, deposit and disbursement of all funds will be managed to insure the protection and safety of funds, and to maintain adequate cash flow to meet the Town's needs of operations.
2. The Town will strive to maximize the return on its portfolio, with the primary objectives of safety of principal, liquidity of funds, and maximum yield.
3. The Treasurer will maintain a separate, written, detailed investment policy.

APPENDIX B-BASIS OF ACCOUNTING AND BUDGETING

Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, that is, when they become both measurable and available. “Measurable” means the amount of the transaction can be determined, and “available” means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. The Town considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

The accrual basis of accounting is utilized by non-expendable trust funds. Under this basis of accounting, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

The Town’s General Fund annual budget is adopted on a statutory basis that differs in some respects from generally accepted accounting principals (GAAP). The major differences between the budget basis and GAAP basis of accounting are that:

1. Budgeted revenues are recorded when cash is received, except for real estate and personal property revenues, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
2. Encumbrances are treated as expenditures in the year the commitment is made. Also, certain appropriations, known as special articles, do not lapse, and are treated as budgetary expenditures in the year they are authorized.

APPENDIX C-BUDGET CALENDAR

Budget Process and Schedule

The budget is developed based upon projected assumptions of available revenue. The budget is based upon a budget ceiling or levy limit of revenue derived from local property taxes in accordance with Proposition 2½. Added to these revenues are projections for state aid; miscellaneous revenues, such as fees, permits, and interest earned; and available funds, such as free cash and special revenues. This levy limit may be increased if an override is approved by a majority of voters at the polls.

While the projection of available revenues creates a budget ceiling for the Town, an expenditure floor is created by calculating certain fixed or semi-fixed costs such as debt payments, employee benefits, and various assessments. These costs subtracted from projected revenues leave remaining funds that are available for discretionary spending, such as education, public safety, infrastructure maintenance, and community services.

For the past several fiscal years, departments have been instructed to provide budget requests that level fund or reduce non-personnel related line items. These requests were then further adjusted to meet revenue estimates while avoiding major service or personnel reductions.

Beginning in October each year, the finance team reviews the previous quarter's revenue collections and expenditures. In mid-October, the Town Administrator's Office distributes budget request forms to each of the departments. These forms require detailed information regarding personnel costs and ordinary maintenance costs as well as justification for additional personnel or new service programs. Additionally, each revenue-generating department is required to project future revenue with supporting justification. If budget cuts appear to be inevitable, departments are to provide different budget reduction-scenarios and detail their effects on delivery service. These forms are due back to the Town Administrator's Office in mid-November.

After each department's budget requests have been received, the finance team meets with each department as necessary to further refine the budget requests in order to reach a balanced budget. These meetings continue through the month of December. Also during this time, departments work to develop department goals, objectives and performance measures. The Town Administrator's Office prioritizes expenditures and develops a balanced budget by mid-January. The Town Administrator submits a proposed budget to the Board of Selectmen the first week of February.

During the months of February and March, the Finance Committee holds public hearing with Town Departments to review the proposed budget. The Finance Committee will prepare a recommendation for Town Meeting and the budget will be presented at Town Meeting the third Monday in May.

APPENDIX C-BUDGET CALENDAR

Budget Activity	October				November				December				January				February				March				April				May			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. Disburse operating and capital budget request forms to each department																																
2. Review current fiscal year expenditures and collected revenues																																
3. Develop an estimated revenue projection																																
4. Receive budget request forms from each department																																
6. Prepare department goals, objectives and performance measures.																																
5. Meet with each department to refine budget requests.																																
6. Finalize Town Administrator's proposed operating and capital budgets																																
7. Present the proposed operating budget to the Selectmen and Finance Committee																																
8. Finance Committee holds public budget hearings with departments																																
9. Operating and capital budgets presented and approved at Annual Town Meeting																																

APPENDIX D-FUND DESCRIPTIONS

Governmental Funds

Most Town functions are financed through what are called governmental funds. There are four types of governmental funds maintained by the Town: the General Fund, an Enterprise Fund, several Special Revenue Funds, and a few Stabilization Funds. The Board of Selectmen recommends for action and Town Meeting appropriates the General Fund and Enterprise Funds.

General Fund: The General Fund is the major operating fund of the Town government, and it accounts for the vast majority of Town operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines and forfeitures, and fees and charges. Most of the Town's departments, including the schools, are supported in whole or in part by the General Fund.

Enterprise Funds: The Town maintains an Enterprise Fund for the Sewer Department. An enterprise operation is a business-type activity supported primarily by charges for services received. Funds raised from charges are dedicated to the specific purpose of the enterprise operation, and cannot be diverted to other unrelated uses. The concept of an enterprise operation also includes the maintenance of the capital facilities of the business. That is, fees for services are charged to recover not only the operating costs of the activity but also the "using up" (depreciation) of the capital investments supporting the service.

Budget and financial reports for enterprise operations utilize terms and concepts that differ significantly from those utilized for General Fund tax-supported reports that are the routine focus of public attention. The purpose of enterprise financial reporting is to measure with reasonable accuracy and consistency the net income derived from operations, and then to measure the availability and use of capital acquisition and construction financing. The presentation of the enterprise budgets utilizes budgetary terms and concepts, and the reporting structure found in the audited financial statements for the same enterprise funds. As such, the key measures are *Net Income* and *Capital Resource Availability*.

Special Revenue Funds: The Town maintains several Special Revenue Funds, which are used to account for those types of revenues that are legally restricted to being spent for a specific purpose (except expendable trusts, or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons, and do not necessarily follow the same fiscal year as the General Fund. Special Revenue Funds include the following types of funds:

1. **Revolving Funds:** Revolving Funds allow the Town to raise revenues from a specific service, and use those revenues to support the service without appropriation. Revolving Funds are established by statute or bylaw, and may require re-authorization each year by Town Meeting. The Town maintains a number of Revolving Funds.
2. **Receipts Reserved for Appropriation:** These receipts are special revenues that are restricted to a specific use, but also require appropriation by Town Meeting, such as insurance settlement monies (over \$20,000), the proceeds from the sale of Town property and the sale of cemetery lots.
3. **School Grants:** These grants account for several specially-financed education programs under grants received from the federal or state governments, including professional development, SPED early childhood development, drug-free school programs, and certain capital improvements.

APPENDIX D-FUND DESCRIPTIONS

4. Other Intergovernmental Funds: These funds account for several grants or monies received by the Town from the federal or state governments, including community policing grants, Chapter 90 highway monies, state election grants, state library aid, and various Council on Aging programs.

5. Other Special Revenue Funds: These funds account for miscellaneous special revenues often involving private donations for a specific purpose, such as departmental gifts for police, fire, library and Council on Aging programs.

Stabilization Funds: The Town has two Stabilization Funds: the Municipal Capital Stabilization Fund and the Town's standard Stabilization Fund. The Capital Stabilization Fund is available to fund the Town's pay-as-you-go capital projects. The Stabilization Fund is used to offset potential cuts in services or increases in taxes when projected revenues do not meet projected demands.

Fiduciary Funds

Fiduciary Funds are used to account for assets held by the Town in a trustee capacity, or as an agent for individuals, private organizations, and other governmental units. Fiduciary Funds include expendable trusts, non-expendable trusts, and agency funds.

1. Expendable Trusts: Expendable Trusts are used to account for monies received by the Town in a trustee capacity where both the principal and the earnings of the fund may be expended.
2. Non-expendable Trusts: These trusts are used to account for trusts where the principal must remain intact (that is, cannot be expended). Generally income earned on the non-expendable trust principal may be expended in accordance with the conditions of the trust.
3. Agency Funds: Agency Funds are used to account for funds that are custodial in nature, and do not involve the measurement of operations, such as planning escrow accounts and police or clerk fees due to the Commonwealth.

APPENDIX E-GLOSSARY

TERMS COMMONLY USED IN MUNICIPAL FINANCE

Abatement: A complete or partial cancellation of a levy imposed by a governmental unit; applicable to tax levies and special assessments.

Accrual Basis: In the context of accounting, practice in which expenses and income are accounted for as they are earned or incurred, whether or not they have been received or paid.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it may be expended. Only a vote of Town Meeting can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus. A specific or particular appropriation is carried forward from year to year until spent for the designated purpose or transferred by Aldermanic vote to another account.

Assessed Valuation: The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the Town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value," certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

Audit: Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing efficiency and economy of operations, and reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA, or public accountant, or elected auditor meets this test.

Balance Sheet: A statement which discloses the assets, liabilities, reserves, and equities of a fund or government unit at a specified date.

Balanced Budget: A plan of financial operation in which the estimate of proposed expenditures for a given period is less than or equal to the proposed means of financing these expenditures (from various sources of funds or revenues).

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period (usually a 12-month period referred to as the Fiscal Year, or FY) and the proposed means of financing them.

Capital Improvement Plan (or Capital Budget): A plan of proposed capital outlays, and the means of financing them for the current fiscal period. It is usually a part of the current budget but may also be a multi-year plan.

Capital Improvement: A major, non-recurring expenditure involving one of the following:

- a. **Real Property** - Includes the purchase or lease of land, existing buildings and structures, and fixtures attached to land and buildings.
- b. **Equipment** - Includes the replacement or addition of major items of equipment with a life expectancy of at least two years and a cost of at least \$10,000. Similar items can be bundled together.

APPENDIX E-GLOSSARY

c. Projects - Include activities such as the following:

1. Construction of new buildings or facilities (including architectural, engineering, and related fees).
2. Improvements or major repairs (costing \$10,000 or more) of existing buildings or facilities, aside from routine maintenance.
3. Studies or other activities (costing \$10,000 or more) that either relate to future “brick and mortar” projects, or are a part of a multi-year program of infrastructure improvements.
4. An annual sum available for routine building improvements, renovations, or repairs.

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue (DOR) detailing estimated receipts for the next fiscal year from the various state aid accounts, and estimated state and county government charges payable by the Town, and included by the local Assessors in setting the tax rate. The actual receipts and charges may vary from the estimates.

Classification: The division of property valuations by type of property. There are five classes: Residential, Open Space, Commercial, Industrial, and Personal. The Board of Selectmen may set as many as three different tax rates (within limits set forth in state law): for residences, for business and personal, and for open space.

Debt Exclusion: An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits of Proposition 2 ½. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Debt Service: Payment of interest and principal related to long-term debt.

Depreciation: A non-cash expense (also known as non-cash charge) that provides a source of available funds. Amount allocated during the period to amortize the cost of acquiring long-term assets over the useful life of the assets. This is an accounting expense not a real expense that demands cash.

Encumbrance: Obligations such as purchase orders, contracts, or salary commitments that are chargeable to an appropriation, and for which a part of the appropriation is reserved.

Enterprise Fund: A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total cost of service, including depreciation, primarily through user charges imposed on the consumers of the service. Examples include: Water and Sewer services provided by the Department of Public Works.

Equalized Valuation (EQV): The value of all property as determined by the Commissioner of Revenue biennially, using a standard of "full and fair value"; also referred to as EQV.

Expenditure: The spending of money by the Town for the programs or projects within the approved budget.

Fiscal Year (FY): A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies, and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; FY2016 is the fiscal year which ends June 30, 2016.

Free Cash: Free cash refers to the amount of Fund Balance that is available for appropriation. It is certified each July 1 by the state. Because of the stringent way that the state makes these calculations, Free Cash more

APPENDIX E-GLOSSARY

closely represents Cash (actual dollars held) than does Fund Balance, which includes a variety of receivables (i.e., cash due).

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Balance: The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected (see Free Cash).

General Fund: The fund into which the general (non-earmarked) revenues of the Town are deposited, and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

Governmental Funds: Funds used to organize and separate the finances of various Town activities and objectives. Governmental Fund categories include: the General Fund; Enterprise Funds; Special Revenue Funds; and Stabilization Funds.

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It cannot exceed 5 percent of the levy, and is used to cover abatements and exemptions granted locally or on appeal.

Overlay Surplus: The unused portions of overlay accounts from previous years; at the end of each fiscal year, this amount is computed from information provided by the Board of Assessors. Any sum so designated is transferred to, and becomes part of the General Fund undesignated fund balance.

Override: A vote to permanently increase the amount of property tax revenue that may be raised over the levy limit set by Proposition 2½.

Personal Services: The cost of salaries, wages, and related employment benefits.

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation. For example:

House Value: \$500,000

Tax Rate: \$16.50 (which means \$16.50 per thousand \$\$ of valuation)

Levy Calculation: \$16.50 multiplied by \$500,000 divided by \$1,000.

Result, Property Tax Levy: \$8,250

Proposition 2½ (see below): A tax limitation measure passed by Massachusetts voters in 1980 that limits the growth of the total property tax levy to 2.5% per year. New construction values are added to this limit. Two provisions of Prop 2½ allow the Town to raise taxes above this tax levy limit, upon approval by a 2/3 ballot vote: an operating override or a debt exclusion.

Purchased Services: The cost of services that are provided by a vendor.

APPENDIX E-GLOSSARY

Revolving Fund: Those funds that may be used without appropriation and that are established for special uses. Fees (such as for recreation) may be paid into a revolving fund. Revolving funds are established directly by state law or by Town bylaw consistent with state law.

Tax Levy: Total amount of dollars assessed in property taxes by the Town each fiscal year.

Terms Associated with Proposition 2½

Excess Levy Capacity: The difference between the Town's maximum annual tax levy limit as established by Proposition 2½ and its actual tax levy for the current year. It is additional tax levy that a Town could raise without asking voters for an override or debt exclusion.

Growth Revenue: The amount of property tax revenue that the Town can add to its allowable tax levy as a result of new construction, alterations, subdivision, or change of use of a parcel.

Primary Levy Limit, or Absolute Limit: 2.5 percent of certified full and fair cash value of taxable property.

Secondary Levy Limit, or Annual Levy Limit: Prior levy limit plus 2.5 percent (base) plus growth revenue.

APPENDIX F-LONG-TERM FINANCIAL PLAN

INTRODUCTION

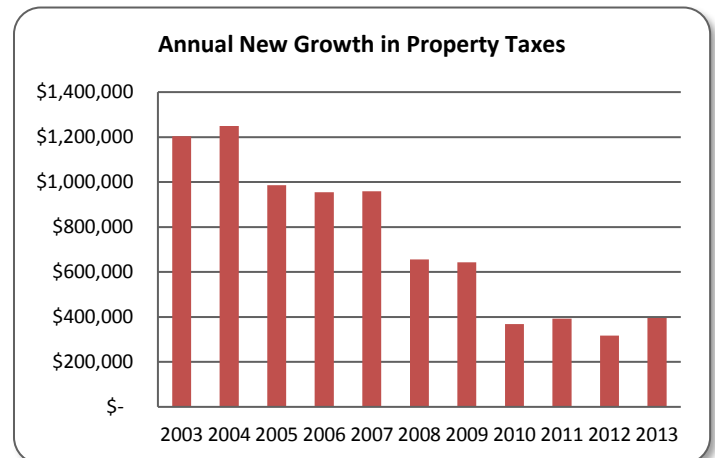
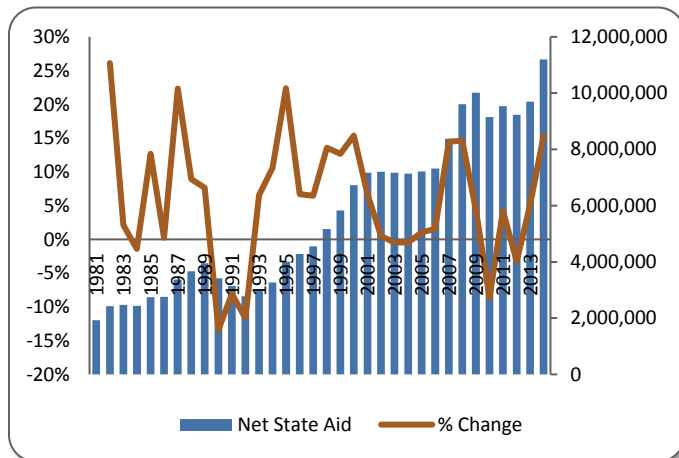
The Town of Grafton operates under an Open Town Meeting form of Government which appropriates all funds annually. The Town Administrator is responsible for developing the annual budget which is reviewed and approved by the Board of Selectmen and the Finance Committee prior to Town Meeting approval.

There are many challenges the Town faces in developing its annual budget. Service expectations and the cost to provide them continue to grow. This is further complicated in that Grafton's revenues come from a variety of sources, some of which are not directly controlled by the Town. The primary sources of revenues for the Town include property taxes, state aid and local receipts like building permits and other licenses, with property taxes being the single largest source.

BUDGETING PRACTICES

The annual budget process in the Town starts in October and continues at various levels of intensity through Town Meeting approval in May. Throughout this process internal and external stakeholders are engaged and asked to provide input.

The Town's ability to raise additional tax revenue is limited by Proposition 2 ½ whereby the Town can only collect 2 ½% more in property taxes year-over-year in addition to new growth. For further details on this limitation see, *Levy Limits: A Primer on Proposition 2 ½* a booklet prepared by the State Department of Revenue. In the early 2000s, new growth in the tax base and adequate funding of local State Aid was enough to continually meet the needs of the Town budget. However, with the downturn in the economy new growth and State Aid both dropped sharply (see tables below).



Over those years, Ch. 70, PAYT, stimulus funds, oil/gas conversion, meals excise taxes, solar fees and stagnant budgets all served to balance the budget. The Town has also entered into shared services agreements with other Towns in the region, as well as adopted the State's health insurance plans to reduce premium costs. The Town continually evaluates services and costs to be more effective and efficient. Measures like these are undertaken at every level to create stability in the tax rate.

APPENDIX F-LONG-TERM FINANCIAL PLAN

FINANCIAL FORECASTING TOOL

BACKGROUND

Beyond the disciplined day-to-day management of funds, the Town utilizes historic trend and forecasting tools to project revenues and expenses. These tools can help in modeling the future but it cannot predict it.

The Town began utilizing a multiyear financial forecasting tool in the fall of 2012. The Town Administrator's Office and the Superintendent of Schools are responsible for the development and maintenance of the tool, with the advice and assistance of the Board of Selectmen, School Committee, and Finance Committee.

PURPOSE

This multiyear financial forecasting tool is one resource to be used by Town staff, boards, and committees when making decisions and recommendations on the fiscal direction of the Town. The tool attempts to project future financial conditions utilizing historical fiscal trends and other known information.

PROCEDURE

While the level of sophistication of this tool will continue to evolve, this tool has been developed using sound empirical methods. Normally, recent trends of the past are the best indicators of what's to come in the near future. Therefore, the most recent three-year budgetary data has been utilized to project the needs of the ensuing three years. However, in some instances anomalies exist in certain aspects of the budget that require adjustments to be made to the projected growth or decline rates. Where these conditions exist, the anomalies are identified and the adjusted rates are applied.

To ensure budgetary trends are applied as narrowly as possible, the forecasting tool is applied independently to personnel, expenses and equipment within each of the eight budget categories of municipal operations. The School Department's budget has been analyzed using each of its seven major accounts. The tool is integrated with the Town's budget document.

CONTINUED EVOLUTION

Currently revenues are held at the level of the most recently approved fiscal year's budget. This has been done to help ensure a conservative outlook is provided and future obligations can be met. However, models and scenarios are currently being developed to account for known legislative and formulaic revenue enhancements. This will provide a continued conservative approach while providing for a means to account for rational growth in expenses in out years.

FINANCIAL TREND MONITORING SYSTEM

The Financial Trend Monitoring System (FTMS) was developed by the International City/County Management Association (ICMA) as a method for monitoring the financial condition of local governments. This system identifies factors that affect financial conditions and sets the framework for their analysis. The indicators described in the ICMA publication, *Evaluating Financial Condition, A Handbook for Local Government*, are designed to give local governments a method of monitoring financial condition using data that is easily accessible. Using this model local governments can provide a report to policy makers, citizens, employees, bond rating agencies, and anyone else who may be interested in their financial wellbeing. The FTMS is intended to be used as a management tool that can help to shape long term policy priorities.

APPENDIX F-LONG-TERM FINANCIAL PLAN

POLICIES

There are policies that guide us in our management of public funds. These policies can be formally amended by the Board of Selectmen at as needed.

The Board of Selectmen have sponsored a number of workshops on capital planning as it relates to taxation. They have established a broad-based policy to not issue new debt until a portion of existing debt has rolled off books. This was done so the community would have a sense of what to expect for debt exclusion projects in foreseeable future.

No debt service on existing debt exclusion projects expire until 2019. In 2020, we have identified the DPW facility as the most-likely next project to be excluded.

There are three major policy guidelines we follow to ensure good fiscal management (available in the Town Administrator's Office).

- *The Financial Management Policy and Objectives*
- *The Debt Policy*
- *The Capital Debt Policy*

All of these need to be taken in consideration when making decisions about debt but does not prohibit the rights of the citizens to petition town meeting and the Selectmen to consider a project they deem worthy of consideration at anytime.

RECENT BUDGETS

Over the past few years, available revenues are such that the Town can't afford to do everything it wants and/or should do. Every year revenues and expenses are analyzed to look for trends and develop pragmatic solutions to fix problems. The only way to deal with fixing budgets is to cut expenses or raise revenues. In June of 2014, Town residents voted for a \$3.5 million Proposition 2 ½ override. The override is a \$2 million operating budget override, with the remaining \$1.5 million to be placed in a roads stabilization fund. The \$2 million operational override is expected to cover projected operating costs through Fiscal Year 2019.

10 YEAR OPERATING BUDGET FORECAST

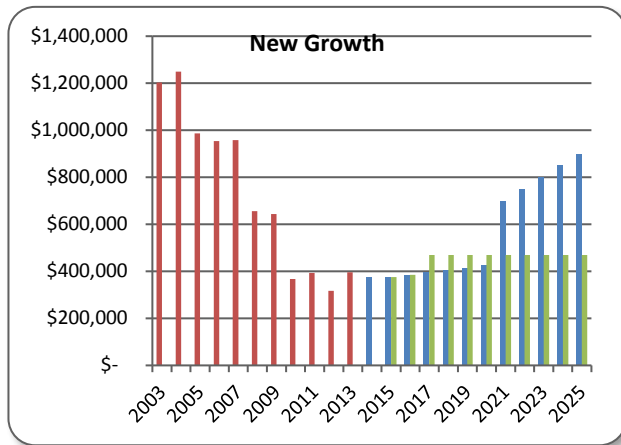
There are a few major factors that play into the Town's 10 year financial projections. These are local state aid, new growth in the property tax levy, health insurance and salary increases. Below is a little background information on each of these factors and then a projection based on assumptions for each of these factors.

STATE AID: The State's Secretary of Administration and Finance, with a team of outside economists, has projected the State's revenue to increase 5.5% in each of the next two years; followed by a 4% annual growth rate for the following eight years. However, the legislative process may not allocate State Aid at the same growth rate as State revenues. As shown in a previous chart, State Aid fluctuates wildly and follows the national economy. Since 1981, Grafton has received an average annual increase of over 14% each year; however, this is too high to project future receipts on and our projects are much less.

NEW GROWTH: New Growth is the amount that a community is allowed to increase its levy each year beyond the 2.5% limit to account for value-adding improvements in the local property stock. In Grafton, the majority of new growth is driven my home improvements and subdivision developments. As shown in the chart, the

APPENDIX F-LONG-TERM FINANCIAL PLAN

average new growth over the past 10 years was \$772,000. This includes both the peak of the housing boom and the bottom of the recession. The blue and green show two potential growth scenarios. The green assumes minimal growth for the next two years (there are no large developments on the immediate horizon).



After the initial two years, the green assumes new growth at \$470,000 annually. The Central Massachusetts Regional Planning Committee (CMRPC) predicts that our population growth over the next 10 years will be 60% of the population growth from 2000 to 2010. The \$470,000 new growth estimate is 60% of the new growth from 2000 to 2010. New growth is certainly not a one-to-one conversion from population growth, but there is a correlation. The blue assumes minimal growth over the next five years and then a return to 80% of the growth from years 2003 to 2009.

HEALTH INSURANCE: The Centers for Medicare and

Medicaid Services (CMS) and the Congressional Budget Office (CBO) both predict that health insurance costs will grow at a slow rate (approximately 4%) until FY18 after which it will return to almost its pre-recession growth rate of 9%. Both the CMS and CBO forecast an 8% growth rate; the percentage point difference is due to health care reform measures that have taken place. National trends in health care costs are helpful in projecting Grafton's future rates, but much more important is the trends of the Group Insurance Commission (GIC) of which Grafton joined in January 2015. Over the past three years, insurance premiums under the GIC have grown at the rate of 2%, 3% and 1%. Similar percentage increases are expected in the near future.

SALARY INCREASES: Personnel costs are approximately 70% of any municipality's budget. A one-percentage point annual increase or decrease is approximately a \$1 million cost in ten years.

Please find the Town's 10-year Budget Projection on the next page.

APPENDIX F-LONG-TERM FINANCIAL PLAN

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Levy + 2.5% Inc	\$34,130,542	\$35,384,415	\$36,641,525	\$37,955,689	\$39,328,331	\$40,760,914	\$42,254,937	\$43,837,560	\$45,510,999	\$47,277,524
Debt Exclusion	\$3,207,032	\$3,190,258	\$3,241,592	\$3,217,108	\$2,564,154	\$2,570,409	\$2,575,972	\$2,579,541	\$2,582,609	\$2,556,115
New Growth	\$385,000	\$400,000	\$425,000	\$450,000	\$475,000	\$500,000	\$550,000	\$600,000	\$650,000	\$700,000
Projected Ch 70	\$10,650,490	\$10,714,830	\$10,881,907	\$10,990,726	\$11,100,633	\$11,211,640	\$11,323,756	\$11,436,994	\$11,551,364	\$11,666,877
Other State Aid	\$1,610,309	\$1,662,689	\$1,967,688	\$2,046,395	\$2,148,715	\$2,256,151	\$2,368,958	\$2,487,406	\$2,611,777	\$2,742,366
Other Revenue	\$4,308,345	\$4,849,293	\$4,946,279	\$5,045,204	\$5,146,109	\$5,249,031	\$5,354,011	\$5,461,092	\$5,570,313	\$5,681,720
Total Revenue	\$54,291,718	\$56,201,485	\$58,103,991	\$59,705,122	\$60,762,942	\$62,548,144	\$64,427,635	\$66,402,593	\$68,477,061	\$70,624,602
Town Budget	\$19,374,718	\$20,084,706	\$20,486,400	\$20,834,669	\$21,230,528	\$21,655,138	\$22,088,241	\$22,530,006	\$22,980,606	\$23,440,218
School Budget	\$30,336,872	\$31,929,558	\$33,605,860	\$35,370,167	\$37,227,101	\$39,181,524	\$41,238,554	\$43,403,578	\$45,682,266	\$48,080,585
Non App. Expenses	\$3,680,128	\$3,557,446	\$3,521,872	\$3,486,653	\$3,451,786	\$3,417,268	\$3,383,096	\$3,349,265	\$3,315,772	\$3,282,614
Total Expenses	\$53,391,718	\$55,571,710	\$57,614,131	\$59,691,489	\$61,909,415	\$64,253,930	\$66,709,890	\$69,282,848	\$71,978,644	\$74,803,417
Excess (Deficit) Levy Capacity	\$900,000	\$629,775	\$489,860	\$13,633	-\$1,146,473	-\$1,705,786	-\$2,282,256	-\$2,880,256	-\$3,501,582	-\$4,178,815